



eMall Vol. 2

eMall User Guide

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Version 4



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OVERVIEW

This User Guide describes the eVA requisition process, from shopping to order placement to receiving, as well as other eMall functionality. There are two volumes to this guide.

EMALL VOL. 1 CONTAINS THE FOLLOWING SECTIONS:

- eMall Overview
- Accessing the eMall
- Navigating the eMall
- Logging out of the eMall
- Creating the Requisition
- Approving the Requisition
- Printing the Order
- Reviewing the History
- Modifying the Requisition
- Copying a Requisition

EMALL VOL. 2 CONTAINS THE FOLLOWING SECTIONS:

- eMall Overview
- Introduction to Receiving
- Receiving Ordered Items
- Receipt Approvals
- Other Receiving Functionality
- Preferences
 - Modify your Personal Profile
 - Email Notifications
- Explore
 - Searches
 - Exploring Catalogs
 - Adding Items from Saved Searches
 - Exploring Folders
- Operational Reporting
- Getting Answers to Your Questions

Although there is no reference to the word eMall inside eVA, it is commonly referred to in this guide. When a user selects **Shop Now** after logging into eVA, they are going into the eMall.



RECEIVING

Introduction to Receiving

This section outlines the Receiving Process in eVA and will give you an understanding of the Receipt Creation process.

Receiving allows users to track the receipt of items ordered electronically. Receiving functionality provides users the ability to partially or completely accept goods, reject items, and even to track asset tag information for pre-determined commodities.

Receiving also leverages the commodity approval routing mechanism used in the Requisition process to allow pre-determined commodities to be routed for special approval or configuration, prior to final receipt.

The receiving process can begin once an order reaches *Ordered* status. Items cannot be received in eVA until the requisition reaches this status. When a requisition displays this status, it means that no receipts have been submitted against the order(s) generated from this requisition.

If a requisition is in Receiving status, it means that at least one receipt has been processed for at least one order on the requisition, but that at least one order has not been fully received.

If a requisition is in *Received* status, it means that all orders on the requisition have been fully received or closed. To continue receiving on a requisition in this status requires that the receiver reopen the order(s).

The system generates a receipt "shell" for every order generated by the system. This "shell" stays in *Composing* status until a receiver processes the receipt against the order. When partial receiving is done, a new receipt shell is immediately generated. This new receipt stays in *Composing* status until further receiving is processed against it. There can be many multiple receipts against one order.

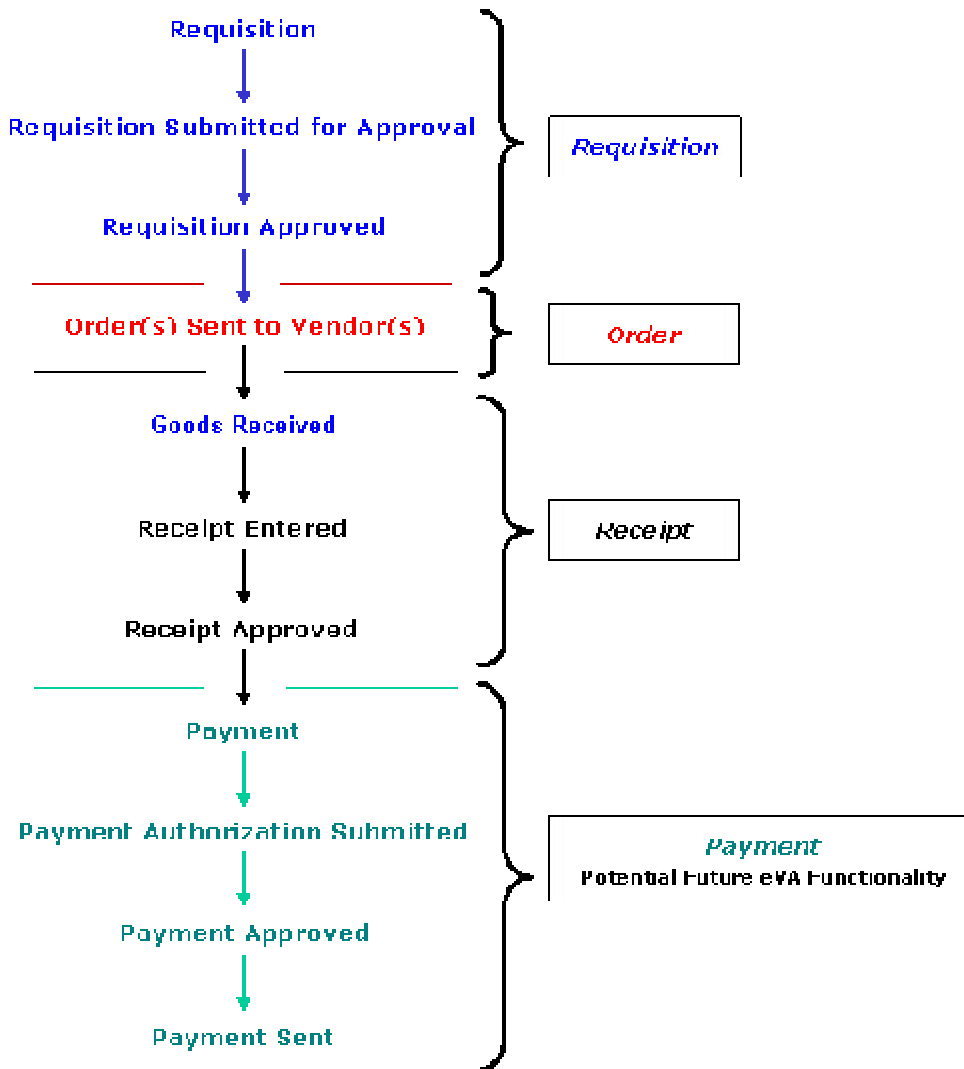
The system sends an email to all designated receivers when an order reaches *Ordered* status. Since this feature has caused issues for the receiver (goods/services most often have not yet been received), it is the Commonwealth's recommendation that the receiver turn off these notifications. Refer to the [Preferences](#) section of this guide for instructions in discontinuing these notices.

The following pages provide the details necessary to successfully receive goods and services in the eVA system.



eVA Receiving Process

This volume focuses mainly on the eVA receiving process. The following diagram illustrates the steps in the entire procurement through payment process.



Desktop Receiving vs. Central Receiving

Receiving supports both Desktop Receiving and Central Receiving, which is configurable by group profiles (established in the buysenseOrg utility).

Desktop Receiving means that the preparer of the requisition has the authority to receive the goods or services directly from the vendor when it is delivered.

In Central Receiving, a designated user (e.g. an employee at a central warehouse) receives the goods on behalf of the preparer.



Basic Receiving

To access the eMail, go to the eVA Home page, www.eva.virginia.gov, and enter your username and password in the Buyer Login box.



A successful login will take you to the Buyer's front page within eVA.

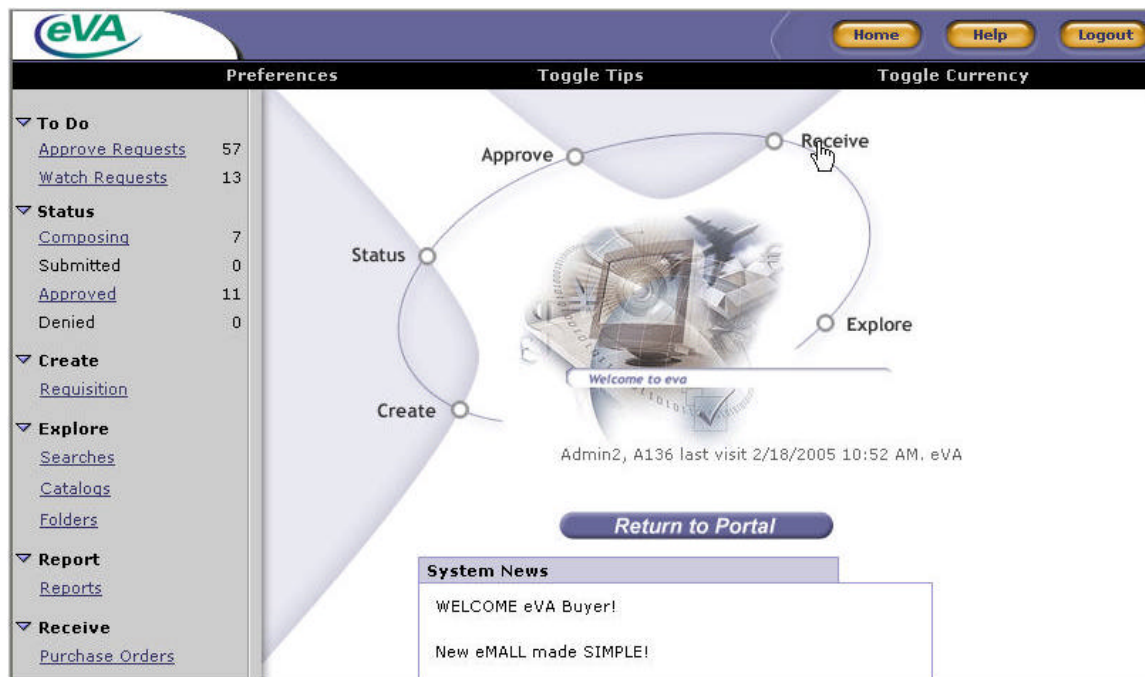


Select the **Shop Now** link on the left menu to access the eMail.



You are taken directly to the Swoosh screen (eMail Home page) of the Ariba Buyer application.

To receive items, you must go into the Receiving section. To enter the Receiving section, select the **Receive** button from the swoosh image or the **Purchase Orders** link from the left side menu.





Users set up for Desktop Receiving can also access Receiving through the Status Screen. Refer to the [Entering Receiving from the Status Screen](#) section of this guide.

Select Order

When you enter the receiving section, the Select Order – Search screen appears. This screen is listed as Step 1: Select Order.

Select the **Search** button to bring up a complete list of outstanding orders that you are authorized to receive, sorted by the Order ID. Orders that are in *Received* status will not appear for they are not outstanding orders.

Order ID	Title	Date Created	Status	Supplier
Wax (091404 - 1394)		Tue, 14 Sep, 2004	Ordered	Procurement Office
DV 209		Mon, 18 Oct, 2004	Ordered	Procurement Office
Script 8016		Mon, 1 Nov, 2004	Ordered	Procurement Office
XML test 2		Tue, 16 Nov, 2004	Ordered	Procurement Office
Copy of XML test 2		Tue, 16 Nov, 2004	Ordered	Procurement Office
D333 Original 3		Wed, 28 Jul, 2004	Ordered	Procurement Office
DO200166	Wax (1391)	Thu, 9 Sep, 2004	Ordered	Centreville Agricultural Equipment
DO200172	User Guide2	Fri, 10 Sep, 2004	Receiving	Centreville Agricultural Equipment
EP200000	Script 90016	Fri, 23 Jul, 2004	Ordered	Acme Abrasives, Incorporated
EP200001	Script 90017	Mon, 26 Jul, 2004	Receiving	Acme Abrasives, Incorporated
EP200003	Script 90017 Receipt in Submitted Status	Mon, 26 Jul, 2004	Receiving	Acme Abrasives, Incorporated



Finding the Order to Receive

If your list is short, you can probably spot your order quickly from the displayed list. Select the **Order ID** or **Title** link to proceed to the next screen in the Receiving Process, the Receive Items Screen.

If your list is long and you have many orders to receive, there are several ways to find your order:

- Sort the resulting list by Order ID, Title, Date Created, Status, or Supplier by selecting the column heading at the top of each column.
- Conduct a basic search by entering the Order ID, Requisition ID, or Receipt ID in the Search field.
- Conduct a more Advanced Search using search filters to find your order.

Sorting the Result List

The first time you select a column heading, the result will be in descending order. Select the column heading again to sort the result in ascending order.

For example, select the **Date Created** column heading to sort the results in ascending order by the date the order was created.

The screenshot shows the eVA Receiving interface. On the left is a navigation menu with options: 1 Select Order (highlighted), 2 Select Receipt, 3 Receive, 4 Additional Info, and 5 Summary. The main area is titled '1 Select Order - Search' and 'Receiving'. It contains a search form with a dropdown for 'Order ID', a text input field, and a 'Search' button. Below the search form is a 'Search Results' section showing 'Orders returned: 38'. A table displays the results with columns: Order ID, Title, Date Created, Status, and Supplier. The table lists several orders, including 'e2a test', '2705.2', 'PROD 529 test', 'PROD 529', 'SPL 240', and 'A136 Original 1'. Each row has links for the Order ID and Title. The status for all listed orders is 'Ordered', and the supplier is 'Procurement Office'. At the bottom right of the table, it says 'Page 1 of 1'.

Order ID	Title	Date Created	Status	Supplier
e2a test		Thu, 10 Feb, 2005	Ordered	Procurement Office
		Mon, 7 Feb, 2005	Ordered	Procurement Office
2705.2		Tue, 2 Nov, 2004	Ordered	Procurement Office
PROD 529 test		Mon, 7 Feb, 2005	Ordered	Procurement Office
PROD 529		Mon, 7 Feb, 2005	Ordered	Procurement Office
SPL 240		Tue, 4 Jan, 2005	Ordered	Procurement Office
A136 Original 1		Wed, 20 Jul, 2004	Ordered	Procurement Office



Note that the result is now listed in chronological order starting with earliest orders first. Also note the upward pointing arrow next to the **Date Created** column heading. The arrow indicates which column is being sorted and the direction of the arrow indicates whether the column is sorted in ascending or descending order. Select the **Date Created** column heading again to view the result list in descending order, starting with your most recent order to the older ones.

1 Select Order - Search

Select the type of request to receive, enter search criteria if available, and search to find requests that match your criteria. To select a request, click the ID.

Order ID

[How To](#) [Screen Details](#)

[Advanced](#) [Back to Select Order](#)

Search Results

Orders returned: 38

Order ID	Title	Date Created	Status	Supplier
EP200012-V2	A136 Original 1 CO	Wed, 28 Jul, 2004	Ordered	Park Bicycles
	A136 Original 1	Wed, 28 Jul, 2004	Ordered	Procurement Office
	A136 Original 1	Wed, 28 Jul, 2004	Ordered	Procurement Office
EP200034-V2	A136 Original 1 CO	Wed, 28 Jul, 2004	Ordered	Park Bicycles
EP200033	Test Receipt	Thu, 19 Aug, 2004	Receiving	Centreville Agricultural Equipment

Page 1 of 1

Once you have found the desired order, select the **Order ID** or **Title** link to proceed to the next screen in the Receiving Process, the Receive Items Screen.

1 Select Order - Search

Select the type of request to receive, enter search criteria if available, and search to find requests that match your criteria. To select a request, click the ID.

Order ID

[How To](#) [Screen Details](#)

[Advanced](#) [Back to Select Order](#)

Search Results

Orders returned: 38

Order ID	Title	Date Created	Status	Supplier
EP203047	Receiving US - Desktop Receiving	Fri, 18 Feb, 2005	Ordered	Arme Abrasives, Incorporated
EP203046	Receiving US - Desktop Receiving	Fri, 18 Feb, 2005	Ordered	Centreville Agricultural Equipment
EP203024	Receiving US	Mon, 14 Feb, 2005	Ordered	Centreville Agricultural Equipment
EP203023	Receiving US	Mon, 14 Feb, 2005	Receiving	Arme Abrasives, Incorporated
EP203020	Receiving US	Mon, 14 Feb, 2005	Ordered	Centreville Agricultural Equipment

Page 1 of 1



Basic Search Screen

To perform a basic search, type all or part of the Order ID that you want in the text box, then select **Search**.

When a user wants to search for an unknown PCO number, the user types "PCO" in the textbox and then select the **Search** button, the result is displayed. All orders that have prefixes of "PCO" are displayed. If part of the number is known, a wild card search can be used.

Use the wild-card symbol (%) in place of any value(s) that you are unsure of.

In the example below, the user knows that the number 02 is somewhere within the PCO, the user would type "PCO%02". All PCO orders that contain the numbers "02" will display.

Your new list will be limited to orders that contain the Order ID you entered, but it may also include orders in *Received* status that were not in the original list of search results.

1 Select Order - Search Receiving Exit

Select the type of request to receive, enter search criteria if available, and search to find requests that match your criteria. To select a request, click the ID. [How To](#) [Screen Details](#)

Order ID [Advanced](#) [Back to Select Order](#)

Search Results

Orders returned: 5

Order ID ↑	Title	Date Created	Status	Supplier
PCO200023	Test Script 1000 (HC)	Wed, 6 Oct, 2004	Ordered	Ecks Legal Name Change
PCO200270	EMail Training	Tue, 9 Nov, 2004	Ordered	Department of General Services
PCO200271	EMail Training	Tue, 9 Nov, 2004	Ordered	Dell
PCO200272	EMail Training	Tue, 9 Nov, 2004	Ordered	ACT Office
PCO200273	EMail Training	Tue, 9 Nov, 2004	Ordered	Xpedx

Exit



You may also search an order by its Req ID and Receipt ID.



The Contract ID in this drop-down menu is an Ariba generated contract ID, not an eVA Contract ID. Do not select Contract ID when searching for your order.

1 Select Order - Search Receiving

Select the type of request to receive, enter search criteria if available, and search to find requests that match your criteria. To select a request, click the ID.

How To Screen Details

Order ID Search

Order ID
Req ID
Receipt ID
Contract ID

Search results

Orders returned: 23 Page 1

Order ID	Title	Date Created	Status	Supplier
PO0013053	CommodityForceTest	Mon, 27 Sep, 2004	Ordered	Acme Abrasives, Incorporated
PO0200153	DMV77	Tue, 14 Dec, 2004	Ordered	Park Bicycles
PO0200053	Sprint 999	Wed, 15 Sep, 2004	Received	Acme Abrasives, Incorporated
PO201053	XMI test 1	Thu, 6 Jan, 2005	Ordered	Summit Abrasive Equipment
PO200953	XMI test 1	Mon, 3 Jan, 2005	Ordered	Summit Abrasive Equipment

Advanced Search Screen

Use the Advanced Search feature to narrow the search according to specific criteria. The Advanced Search feature allows you to use filters in order to better define your search.

Select the **Advanced** link to input your criteria.

1 Select Order - Search Receiving

Select the type of request to receive, enter search criteria if available, and search to find requests that match your criteria. To select a request, click the ID.

How To Screen Details

Order ID Search

Advanced Back to Select Order

Search Results

Enter search criteria above



ADVANCED SEARCH FILTERS

The filters available in the Advanced Search feature are as follows:

Filter Name	Filter Value
Contract ID	This is a system generated ID. Do NOT use.
Created On Behalf Of	If a requisition was created on behalf of someone else, you may search for an order by that individual's name. This field will default to you if left blank.
Date Ordered	Date range you want to search for an order.
Order ID	Unique number given by the system that identifies the order.
Order Title	Description you gave for the order.
Receipt Date	Date range you want to search for a receipt.
Receipt ID	Unique number given by the system that identifies the receipt.
Receipt Status	Select the status of the receipt you want to search for.
Requisition ID	Unique number given by the system that identifies the requisition.
Status	Select the status of the requisition you want to search for.
Supplier	Select the vendor name whose order you want to receive.
Show all orders (option button)	Shows all orders according to your search criteria.
Show orders needing approval (option button)	Only those orders needing approval are displayed.

Enter values into the filters, as desired, to narrow your search, then select **Search**.

1 Select Order - Search Receiving Exit

Select the type of request to receive, enter search criteria if available, and search to find requests that match your criteria. To select a request, click the ID. [How To](#) [Screen Details](#)

Search Criteria:

Filter Name	Value
Contract ID:	<input type="text"/>
Created On Behalf Of:	Admin1, D333 [select]
Date Ordered:	This Month [v] From: Tue, 1 Mar, 2005 To: Today, 11:59 PM
Order ID:	<input type="text"/>
Order Title:	<input type="text"/>
Receipt Date (any receipt):	No Choice [v]
Receipt ID (any receipt):	<input type="text"/>
Receipt Status (any receipt):	No Choice [v]
Requisition ID:	<input type="text"/>
Status:	No Choice [v]
Supplier (any line item):	(select a value) [select]

☒ Show all orders
 ☐ Show orders needing approval

[Back to basic search](#)
Search Reset



Your search results are displayed at the bottom of the screen.

1
2
3
4
5

[Select Order](#)
[Select Receipt](#)
[Receive](#)
[Additional Info](#)
[Summary](#)

1 Select Order - Search

[Exit](#)

Select the type of request to receive, enter search criteria if available, and search to find requests that match your criteria. To select a request, click the ID.

[How To](#) [Screen Details](#)

Search Criteria:

Filter Name	Value
Contract ID:	<input type="text"/>
Created On Behalf Of:	Admin1, D333 [select]
Date Ordered:	<div> This Month </div> <div>From: Tue, 1 Mar, 2005 To: Today, 11:59 PM</div>
Order ID:	<input type="text"/>
Order Title:	<input type="text"/>
Receipt Date (any receipt):	<div>No Choice</div>
Receipt ID (any receipt):	<input type="text"/>
Receipt Status (any receipt):	<div>No Choice</div>
Requisition ID:	<input type="text"/>
Status:	<div>No Choice</div>
Supplier (any line item):	(select a value) [select]

☒ Show all orders ☐ Show orders needing approval

[Back to basic search](#)

[Search](#)
[Reset](#)

Search Results

Orders returned: 9

Order ID†	Title	Date Created	Status	Supplier
EP203090	Requisition User Guide	Wed, 2 Mar, 2005	Received	ABC Office Supplies
EP203091	Requisition User Guide	Wed, 2 Mar, 2005	Ordered	Centreville Agricultural Equipment
EP203184	9033script	Wed, 23 Mar, 2005	Ordered	Limebee's
EP203213	jason test 3	Tue, 29 Mar, 2005	Ordered	Acme Abrasives, Incorporated
EP203215	jason test 4	Wed, 30 Mar, 2005	Ordered	Centreville Agricultural Equipment
EP203220	Copy of User Guide	Wed, 30 Mar, 2005	Ordered	Centreville Agricultural Equipment
EP203221	Copy of User Guide	Wed, 30 Mar, 2005	Ordered	Park Bicycles
EP203223	jason test 5	Wed, 30 Mar, 2005	Ordered	Pepsi
EP203224	jason test 5	Wed, 30 Mar, 2005	Ordered	Acme Abrasives, Incorporated

If you have many orders to track for receiving, you can search by Vendor, Ordered Date, Status, and so forth.

Select the **Reset** button to clear any search values you have set.

The Advanced Search results are displayed like the basic search results.

When you find the order to receive, select its **Order ID** or **Title** link to proceed to Step 3: Receive.



Receive Items

Once a requisition goes to *Ordered* status and orders are created, a receipt is automatically created for each order. When you select an order for receiving, you are taken to the order's receipt for receiving.

[Home](#)
[Help](#)
[Logout](#)

[Preferences](#)
[Toggle Tips](#)
[Toggle Currency](#)

1 [Select Order](#)
2 [Select Receipt](#)
3 **[Receive](#)**
4 [Additional Info](#)
5 [Summary](#)

Receipt RC204967: EP203242 - User Guide

[< Prev](#)
[Next >](#)
[Submit](#)
[Exit](#)

3 Receive Items

Receiving

Enter the amount or quantity you are accepting or rejecting, and include the receipt date. When entering rejection details, explain your reason for rejection in comments. When verifying a milestone, indicate whether or not the milestone is complete. If the milestone will not be completed, explain the reason in comments.

[How To](#)
[Screen Details](#)

Accept All

Line Items - Quantity Receiving Needed

No.	Quantity	Description	Unit	Prev. Accepted	Accepted	Rejected	Date Received
1	1	Keskin Expander Attach?, 4in-Sin Expand, Black	each	0	<input type="text" value="0"/>	<input type="text" value="0"/>	Today <input type="text" value=""/>
2	2	Curved Arm Incandescent Lamp, 17in, Black	each	0	<input type="text" value="0"/>	<input type="text" value="0"/>	Today <input type="text" value=""/>
3	10	Tissue Poly Paper Pillow Case, 23inX30in, Blue	carton	0	<input type="text" value="0"/>	<input type="text" value="0"/>	Today <input type="text" value=""/>
4	15	Vaseline Tears, 28 Uses Per Box	box	0	<input type="text" value="0"/>	<input type="text" value="0"/>	Today <input type="text" value=""/>
5	1	Conference Room Cabinet, 4' to 8'Wx4'H, Walnut	each	0	<input type="text" value="0"/>	<input type="text" value="0"/>	Today <input type="text" value=""/>

Order ID: [EP203242](#)
Order Title: [User Guide](#)
Supplier: [Centreville Agricultural Equipment](#)
Contact: [Centreville Shipping - Ford St, Fairfax](#)
Entity Header Cross Reference:
Close Order: ☐ Yes ☒ No
Date: Today, 11:27 AM
Processing Status: Receiving

Comments - Entire Receipt

Comments:

[Add Attachment](#)
[Delete](#)

Accept All

[< Prev](#)
[Next >](#)
[Submit](#)
[Exit](#)



On the Receive Items screen, you have three options for receiving items:

- Accept All items
- Reject items
- Partially Receive items

Accept All Items

To accept all items, select the **Accept All** button.

Receipt RC204967: EP203242 - User Guide

< Prev Next > Submit Exit

3 Receive Items

Receiving

Enter the amount or quantity you are accepting or rejecting, and include the receipt date. When entering rejection details, explain your reason for rejection in comments. When verifying a milestone, indicate whether or not the milestone is complete. If the milestone will not be completed, explain the reason in comments.

[How To](#) [Screen Details](#)

Accept All

Line Items - Quantity Receiving Needed

No.	Quantity	Description	Unit	Prev. Accepted	Accepted	Rejected	Date Received
1	1	Koskin Expander Attach?, 4in-5in Expand, Black	each	0	0	0	Today
2	2	Curved Arm Incandescent Lamp, 17in, Black	each	0	0	0	Today
3	10	Tissue Poly Paper Pillow Case, 21inX30in, Blue	carton	0	0	0	Today
4	15	Visine Tears, 28 Uses Per Box	box	0	0	0	Today
5	1	Conference Room Cabinet, 4' to 8'Wx4'H, Walnut	each	0	0	0	Today

When you select the **Accept All** button, you are taken to the Summary screen where all quantities ordered for each line are displayed in the **Accepted** field.

The **Accepted** field may be edited before the receipt is submit.

Receipt RC204967: EP203242 - User Guide

< Prev Submit Exit

5 Summary

Receiving

Review the receipt and make changes, if necessary. When you are finished, submit the receipt for approval.

[How To](#) [Screen Details](#)

Summary Approval Flow

Line Items - Quantity Receiving Needed

No.	Quantity	Description	Unit	Prev. Accepted	Accepted	Rejected	Date Received
1	1	Koskin Expander Attach?, 4in-5in Expand, Black	each	0	1	0	Today
2	2	Curved Arm Incandescent Lamp, 17in, Black	each	0	2	0	Today
3	10	Tissue Poly Paper Pillow Case, 21inX30in, Blue	carton	0	10	0	Today
4	15	Visine Tears, 28 Uses Per Box	box	0	15	0	Today
5	1	Conference Room Cabinet, 4' to 8'Wx4'H, Walnut	each	0	1	0	Today



Accept and Reject Items Individually

You may need to reject all or part of an order if the products are either damaged or no longer required.

Type the quantity that you wish to accept or reject in the Accepted and Rejected fields for each item, then select **Submit**.

No.	Quantity	Description	Unit	Prev. Accepted	Accepted	Rejected	Date Received
1	1	Koskin Expander Attach?, 4in-5in Expand, Black	each	0	1		Today
2	2	Curved Arm Incandescent Lamp, 17in, Black	each	0	2		Today
3	10	Tissue Poly Paper Pillow Case, 21inX30in, Blue	carton	0	10		Today
4	15	Visine Tears, 28 Uses Per Box	box	0		15	Today
5	1	Conference Room Cabinet, 4' to 8'Wx4'H, Walnut	each	0		1	Today

After selecting the **Submit** button, if you reject any items, you will be taken to Step 4: Additional Info. The Additional Information Needed screen allows you to enter a reason for the rejection.

If you accepted some or all items and did not reject any items, you will be taken immediately to Step 5: Summary, bypassing Step 4.

Partially Receive Items

You may need to receive only part of an order. For example:

- Parts of an order are accepted and other parts are rejected.
- Some items have not been delivered and are back ordered

Submitting a Receipt for anything less than accepting the full order results in a partial receipt. Two things happen:

- The receipt for the partially accepted amount is completed.
- A new receipt is created for the items that have not yet been received, to be completed as further items are ready to be received.

If the order does not arrive in full, enter the Partial receipt as follows:

1. Accepts or rejects the items that arrived
2. Leave the remaining amount open
3. Submit the receipt



The partial receipt is completed, and the remaining items to be received are placed in a new receipt in the receiver's inbox.

- 1 [Select Order](#)
- 2 [Select Receipt](#)
- 3 [Receive](#)
- 4 [Additional Info](#)
- 5 [Summary](#)

[< Prev](#)
[Next >](#)
[Submit](#)
[Exit](#)

3 Receive Items

Enter the amount or quantity you are accepting or rejecting, and include the receipt date. When entering rejection details, explain your reason for rejection in comments. When verifying a milestone, indicate whether or not the milestone is complete. If the milestone will not be completed, explain the reason in comments.

[How To](#)
[Screen Details](#)

[Accept All](#)

No.	Quantity	Description	Unit	Prev. Accepted	Accepted	Rejected	Date Received
1	1	Koskin Expander Attach?, 4in-5in Expand, Black	each	0	<input type="text" value="1"/>	<input type="text"/>	Today
2	2	Curved Arm Incandescent Lamp, 17in, Black	each	0	<input type="text" value="2"/>	<input type="text"/>	Today
3	10	Tissue Poly Paper Pillow Case, 21inX30in, Blue	carton	0	<input type="text" value="5"/>	<input type="text" value="5"/>	Today
4	15	Visine Tears, 28 Uses Per Box	box	0	<input type="text" value="1"/>	<input type="text" value="2"/>	Today
5	1	Conference Room Cabinet, 4' to 8'Wx4'H, Walnut	each	0	<input type="text"/>	<input type="text" value="1"/>	Today

Pre-dating Receipts

When a user accesses a receipt, the Date Received defaults to the current date. In some instances, a receiver may receive an item at the beginning of the week, but isn't able to access and enter the receipt until the end of the week. A receipt may be pre-dated if necessary.

To pre-date the Date Received, you may either highlight the text box and type in the date, or select the calendar icon to select from the calendar.

Line Items - Quantity Receiving Needed

No.	Quantity	Description	Unit	Prev. Accepted	Accepted	Rejected	Date Received
1	1	Fluorescent Lamp, Meets EPA Guidelines, Cool White	carton	0	<input type="text" value="0"/>	<input type="text" value="0"/>	Today
2	1	Stanley Tape Rule, 12' Long, Thumb Latch Lock, 1in Wide, YW	each	0	<input type="text" value="0"/>	<input type="text" value="0"/>	Today

Order ID: [EP201318](#)

Order Title: [Requisition User Guide](#)

Supplier: [Centreville Agricultural Equipment](#)

Contact: [Centreville Shipping - Ford St, Fairfax](#)

Line Items - Quantity Receiving Needed

No.	Quantity	Description	Unit	Prev. Accepted	Accepted	Rejected	Date Received
1	1	Fluorescent Lamp, Meets EPA Guidelines, Cool White	carton	0	<input type="text" value="1"/>	<input type="text" value="1"/>	Wed, 2 Mar, 2005
2	1	Stanley Tape Rule, 12' Long, Thumb Latch Lock, 1in Wide, YW	each	0	<input type="text" value="0"/>	<input type="text" value="0"/>	Today

Order ID: [EP201318](#)

Order Title: [Requisition User Guide](#)

Supplier: [Centreville Agricultural Equipment](#)

Contact: [Centreville Shipping - Ford St, Fairfax](#)

Entity Header Cross Reference:

Close Order: ☐ Yes ☒ No

Date: Today, 11:26 AM

Processing Status: Receiving

<< Mar 2005 >>

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		



The eMail does not allow users to post-date, meaning that users cannot enter a receipt today for a possible delivery at a later day. In the example below, the current default date is March 4, 2005 but the user selected a post-date of March 7, 2005 and gets this error.

Please complete the missing or invalid information indicated below.

[Accept All](#)

Line Items - Quantity Receiving Needed

No.	Quantity	Description	Unit	Prev. Accepted	Accepted	Rejected	Date Received
1	1	Fluorescent Lamp, Meets EPA Guidelines, Cool White	carton	0	0	0	Mon, 7 Mar, 2005
Date Received cannot be in the future							
2	1	Stanley Tape Rule, 12' Long, Thumb Latch Lock, 1in Wide, YW	each	0	0	0	Today

Order ID: [EP201318](#)

Order Title: Requisition User Guide

Supplier: [Centreville Agricultural Equipment](#)

Contact: [Centreville Shipping - Ford St, Fairfax](#)

Decimal Quantities

There may be instances when a receiver must accept goods or services in decimal quantities. The eMail allows receives to accept both goods and services in decimals if necessary.

In the example below, a user orders a box of Visine Tears. Note that the quantity is only one and the unit of measure is a box. From the description, you can see that there are 28 uses per box. Let's say that the delivery arrives but half of the box was damaged during deliver. Instead of rejecting the entire box, you may decide to accept the half that are undamaged. Enter 0.5 for accepted and 0.5 in the rejected column.

eVA [Home](#) [Help](#) [Logout](#)

Preferences [Toggle Tips](#) [Toggle Currency](#)

Receipt RC204004: EP203117 - Receiving User Guide - Decimal Quantity [Prev](#) [Next](#) [Submit](#) [Exit](#)

2 Receive Items **Receiving**

Enter the amount or quantity you are accepting or rejecting, and include the receipt date. When entering rejection details, explain your reason for rejection in comments. When verifying a milestone, indicate whether or not the milestone is complete. If the milestone will not be completed, explain the reason in comments. [How To](#) [Screen Details](#)

[Accept All](#)

Line Items - Quantity Receiving Needed

No.	Quantity	Description	Unit	Prev. Accepted	Accepted	Rejected	Date Received
1	12	Water Purifying Pitcher, 4-9/16inWx10-1/4inDx12-3/16inH, WC/BC	each	0	0	0	Today
2	1	Visine Tears, 28 Uses Per Box	box	0	0.5	0.5	Today

Order ID: [EP203117](#)

Order Title: Receiving User Guide - Decimal Quantity

Supplier: [Centreville Agricultural Equipment](#)

Contact: [Centreville Shipping - Ford St, Fairfax](#)



You may carry out the decimal to as many numbers as necessary. However, the eMail does not recognize fractions, therefore, you must enter 0.25 and not 1/4.

The same concept applies for services rendered. In the example below, two Elevator Maintenance contracts are signed with for the same amount of time (a year) but for different terms. In the first one, the quantity is 12 and the unit of measure is month. For the second one, the quantity is 1 and the unit of measure is year. After a month of services is rendered, the service received is entered as shown below.

The screenshot shows the 'Receiving' section of the eVA software. It includes a sidebar with navigation links: 1 Select Receipt, 2 Receive (highlighted), 3 Additional Info, and 4 Summary. The main area is titled '2 Receive Items' and contains instructions on how to enter receipt data. Below the instructions is a table titled 'Line Items - Quantity Receiving Needed'.

No.	Quantity	Description	Unit	Prev. Accepted	Accepted	Rejected	Date Received
1	12	Elevator maintenance	month	0	1	0	Today
2	1	Elevator maintenance	year	0	0.08333	0	Today

Below the table, the following information is displayed:

- Order ID: EP203118
- Order Title: Receiving User Guide - Decimal Quantity
- Supplier: Acme Abrasives, Incorporated
- Contact: Acme - Main St., Fairfax VA

For a contract where the unit of measure is monthly, the receiver will enter 1 as the quantity accepted.

For a contract where the unit of measure is one year, but services are rendered monthly, it will be necessary to enter .84 as the quantity accepted. At the end of the year, this calculation will be close to the UOM of 1, thereby closing this item.



Vendor Information

On rare occasions, receiving documents may reflect a different vendor name than what appears in eVA. To determine if the received goods are from the proper vendor, you may review additional vendor details to decipher any similarities or connections. To see vendor details, select the Supplier name link.

Receipt RC204599: EP202903 - Overage

3 Receive Items

Enter the amount or quantity you are accepting or rejecting, and include the receipt date. When entering rejection details, explain your reason for rejection in comments. When verifying a milestone, indicate whether or not the milestone is complete. If the milestone will not be completed, explain the reason in comments.

[How To: Screen Details](#)

No.	Quantity	Description	Unit	Prev. Accepted	Accepted	Rejected	Date Received
1	2	Shredder Oil, Environmentally Friendly, 16 Ounce	each	0	0	0	Today
2	1	Wide Format Photo Printer, Prints 13inx 19in Photos, 6 Ink Tanks	each	0	0	0	Today

Order ID: [EP202903](#)

Order Title: Overage

Supplier: [Centreville Agricultural Equipment](#)

Contact: [Centreville Shipping - Ford St, Fairfax](#)

Entity Header Cross Reference:

Close Order: ☐ Yes ☒ No

Date: Today, 12:19 PM

Processing Status: Receiving

Because some vendors have multiple locations, there may be a number of links for different locations. Select the appropriate link(s) to view more details about the vendor.

Review Details for Supplier

These are the details for the field you selected.

[How To: Screen Details](#)

Supplier Name: Centreville Agricultural Equipment

Customer ID:

Company web site: [/AnbeBuyer4/AnbeBuy](#)

Notes:

Preferred Currency:

Dispatch:

Carrier:

Carrier Method:

Terms of Payment:

Locations: [Centreville Shipping - Ford St, Fairfax](#), [Centreville Agricultural Equipment](#), [Centreville Receiving - Ford St, Fairfax](#), [CVille - Piegler Drive, CENTRE-VIRGINIA RUN](#), [Warehouse](#)



Verify that the items being delivered is coming from the correct vendor listed. Click Done when finished reviewing.

Review Details for Centreville Agricultural Equipment

These are the details for the field you selected. [How To Screen Details](#)

Name:	Centreville Agricultural Equipment
Address:	12 West Street Centreville, VA 20120 United States
ID:	455422154E130AD9
Contact:	Steve Ross
E-mail:	system_test@hotmail.com
Phone:	555-123-4567
Fax:	555-123-4567
Tax Id Number:	234523456
Preferred Ordering Method:	Print

Done

Under Receive

If you have not fully received an order but know that the vendor will not send anymore items, the **Close Order** option allows the order to be closed for further receiving. No new receipt is created, and when all orders for a requisition are closed, the Requisition status changes to *Received*. Although the system allows both Desktop and Central Receivers to use this option, the Commonwealth strongly discourages it. Instead, it is recommended that a change order be created to handle this situation so there is an accurate match between what was ordered, what was received, and what is being invoiced.

If you are a Desktop Receiver, leave the order open and locate the applicable requisition to create a change order. Modify the quantity to match the quantity received.

If you are a Central Receiver, leave the order open and ask the Order Preparer to create a Change Order to reduce the number ordered to the number received. You may communicate this by adding the Order Preparer into the approval flow as an ad hoc approver along with a comment. Refer to the [Adding an Ad Hoc Approver](#) section of this guide for more instructions.

You cannot reduce the quantity of an item to less than what has already been received. In the example below, a user gets this error when trying to change the quantity of an order to zero when one item has already been received for that order.

No.	Type	SR	Solicit	Description	Qty	Unit	Price	Amount
1				Water Purifying Pitcher, 4-9/16inWx10-1/...	0	each	\$19.66000USD	\$0.00000USD

The line item contains one or more invalid fields
Quantity cannot be less than 1 (the number accepted)

Total Cost: \$0.00000USD

Edit Copy Delete Add items Show Details Update Total

Once the quantity of an order is modified to equal the quantity received, the eMail will automatically close the order. When all orders on a requisition are closed, the requisition's status will change from *Receiving* to *Received*.



Over Receive

The eMail allows you to receive more items than ordered. Over receiving will automatically close the order for receiving.

One common practice for handling overages as a Desktop Receiver is to leave the receipt open and create a Change Order to reflect the overage amount. Then receive the new amount.

Central Receivers are advised to obtain guidance from the Order Preparer as to how to handle the overage. This can be achieved by adding the Order Preparer to the approval flow as an ad hoc approver along with a comment regarding the overage. Refer to the [Adding an Ad Hoc Approver](#) section of this guide for more instructions.

Requisition and Receipt Status

The status of an order that is partially received will remain as *Receiving* as long as the order is open and not fully received.

The status of the requisition also remains as *Receiving* as long as any of its orders are not fully received.

The Receipt has its own status:

Status	Description
Composing	The receipt is automatically created with the order and has not been submitted
Submitted	The receipt has been submitted and there are additional approvers that have not approved the receipt
Approved	The receipt has been submitted and fully approved

Adding Comments to the Receipt

If you reject any item, after you select **Submit** on the Receive Items screen or the **Additional Info** link from the left side menu, the Additional Information Needed screen appears.

Receipt RC204599: EP202983 - Overage

3 Receive Items Receiving

Enter the amount or quantity you are accepting or rejecting, and include the receipt date. When entering rejection details, explain your reason for rejection in comments. When verifying a milestone, indicate whether or not the milestone is complete. If the milestone will not be completed, explain the reason in comments.

How To: Screen Details

Accept All

No.	Quantity	Description	Unit	Prev. Accepted	Accepted	Rejected	Date Received
1	2	Shredder Oil, Environmentally Friendly, 16 Quince	each	0	0	0	Today



The Additional Information Needed screen allows you to enter more information for a particular receipt. The eMail determines which additional information is required and displays a prompt message describing the information that you must add.

The screenshot shows the 'Additional Information Needed' screen for receipt RC204967: EP203242. The left sidebar contains a menu with five items: '1 Select Order', '2 Select Receipt', '3 Receive', '4 Additional Info' (highlighted), and '5 Summary'. The main content area has a title bar with '< Prev', 'Next >', 'Summary', and 'Exit' buttons. Below the title bar, the screen is titled '4 Additional Information Needed' and 'Receiving'. A prompt message states: 'Enter additional information about this item. You may be asked to add asset data for certain types of items, or rejection comments if you are rejecting the item.' Below this, there are fields for 'Line Item No.: 3', 'Quantity: 10', 'Description: Tissue Poly Paper Pillow Case, 21inX30in, Blue', 'Prev. Accepted: 0', 'Accepted: 5', 'Rejected: 5', 'Date Received: Today', and 'Email: Send email to Purchasing'. A 'Rejection Reason' field contains the text '5 of the Pillow cases were the wrong color'. At the bottom, there is a checkbox labeled 'Always go directly to the summary page'.

Review the prompt message and receipt details, then add the required information.

If you are taken to this screen due to rejected items on the receipt, you can enter a comment to describe why the items were rejected.

Select the **Always go directly to the summary page** checkbox to bypass this screen in the future. If there is a need to return to the Additional Information Needed screen in the future, select the Additional Info link in the left menu.

Select the **Send email to Purchasing** checkbox to notify the preparer of the order of the rejection.

After entering the additional information, select **Next** or **Summary** to review the information for this receipt on the Summary screen.



Summary

The Summary screen allows you to review the receipt details before submitting it for approval. Review the Accepted and Rejected quantities and the Date Received.

- 1 Select Order
- 2 Select Receipt
- 3 Receive
- 4 Additional Info
- 5 Summary

Receipt RC204967: EP203242 - User Guide

[Prev](#)
[Submit](#)
[Exit](#)

5 Summary
Receiving

Review the receipt and make changes, if necessary. When you are finished, submit the receipt for approval. [How To](#) [Screen Details](#)

Summary
Approval Flow

Line Items - Quantity Receiving Needed

No.	Quantity	Description	Unit	Prev. Accepted	Accepted	Rejected	Date Received
1	1	Keskin Expander Attach?, 4in-5in Expand, Black	each	0	1	0	Today
2	2	Curved Arm Incandescent Lamp, 17in, Black	each	0	2	0	Today
3	10	Tissue Poly Paper Pillow Case, 23inX30in, Blue	carton	0	5	5	Today
Email: <input type="checkbox"/> Send email to Purchasing Rejection Reason: <div style="border: 1px solid black; padding: 2px;">5 of the Pillow cases were the wrong color</div>							
4	15	Vaseline Tears, 28 Uses Per Box	box	0	1	2	Today
Email: <input type="checkbox"/> Send email to Purchasing Rejection Reason: <div style="border: 1px solid black; padding: 2px;">Only 3 boxes arrived, but 2 were damaged.</div>							
5	1	Conference Room Cabinet, 4' to 8'Wx4'H, Walnut	each	0	0	1	Today
Email: <input type="checkbox"/> Send email to Purchasing Rejection Reason: <div style="border: 1px solid black; padding: 2px;">The wrong cabinets were delivered</div>							

Order ID: [EP203242](#)

Order Title: [User Guide](#)

Supplier: [Centreville Agricultural Equipment](#)

Contact: [Centreville Shipping - Ford St. Fairfax](#)

Entity Header Cross Reference:

Close Order: ☐ Yes ☒ No

Date: Today, 11:27 AM

Processing Status: Receiving

Comments - Entire Receipt

Comments:

[Add Attachment](#)
[Delete](#)

[Prev](#)
[Submit](#)
[Exit](#)

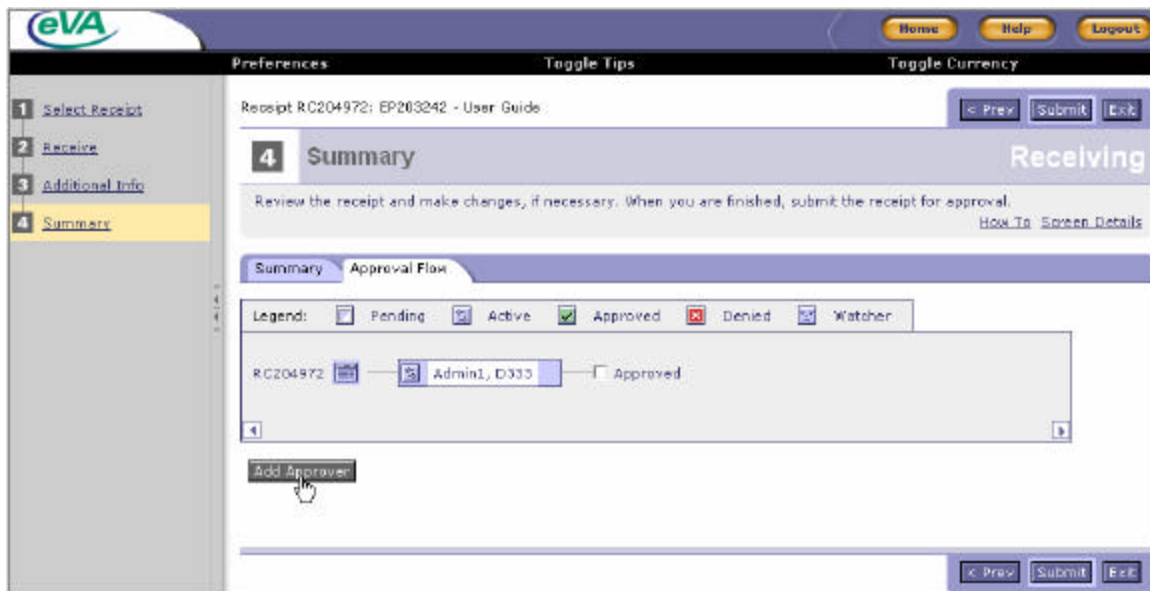
If you need to add an ad-hoc approver to this receipt, follow directions on the following page. Otherwise, click the **Submit** button.



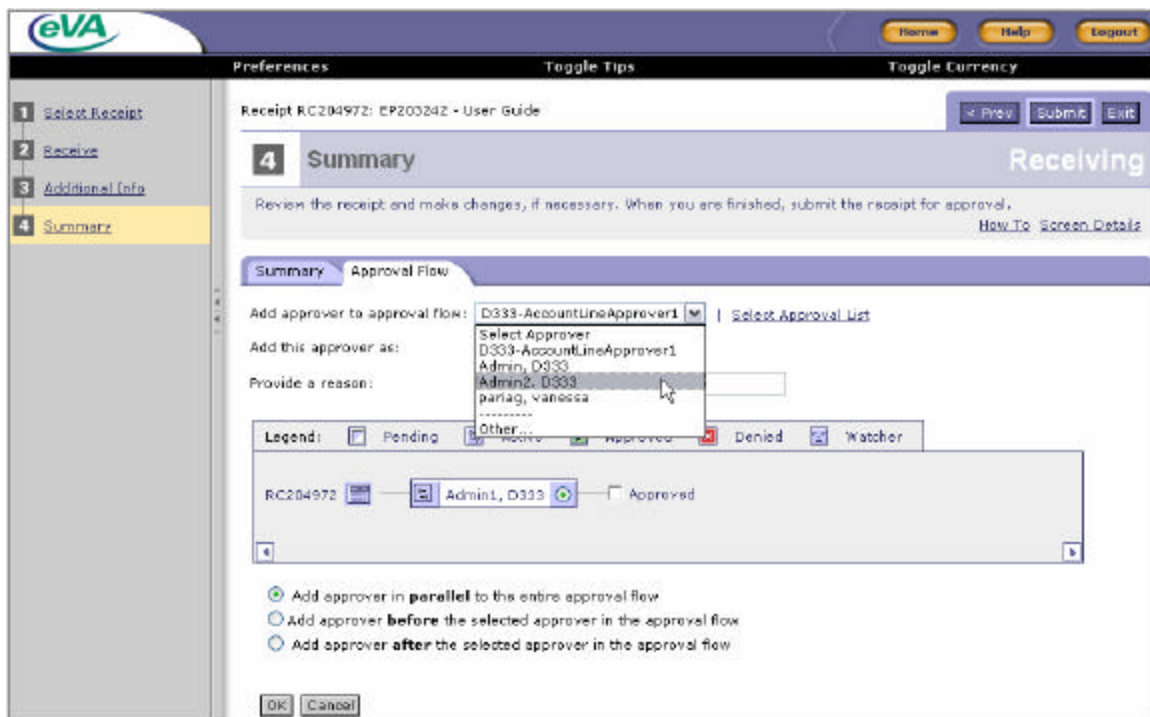
Ad Hoc Receipt Approvers

In some cases, you may want to notify someone of a receipt, or require an extra approval. For example, as mentioned earlier in this guide, Central Receivers need to add the preparer of the requisition as an ad hoc approver to notify them of an over/ under receive situation so they can create a change order. Anyone in the receipt approval flow (including the initial receiver) can add an approver to the approval flow.

1. To add an approver, select the **Add Approver** button.



2. At the next screen, use the drop-down menu to select the user or role to add.





3. Set the approver as an Approver or a Watcher. (Watchers can review the receipt but cannot act on it.)
4. Enter a reason for the added approver.
5. Select the position in the approval flow for the new approver.

In the example shown, a user is added as a required approver *in parallel* to the existing approver. This means that either approval can be applied first. The reason listed is to "Verify installation."

Select **OK** to complete the addition of the approver.

Once the approver is added, select **Submit**.



Just like a requisition, when a receipt is denied, it is reverted back to Composing status. The preparer must edit and resubmit or just resubmit the receipt.



It is important to remember that when a receipt is reverted back to Composing status, the approval flow is also reset. This means that any ad hoc approvers that were added are no longer in the approval flow and must be added again

Receiving – Done Screen

Once you have fully received all items on all orders of a requisition and you select **Submit** on the Summary screen, the Receiving – Done screen appears.

This Receiving – Done screen informs you that you have successfully created a receipt for all given order(s). The Requisition ID and Title are also listed.

A screenshot of the 'Receiving - Done' screen. The title 'Receiving - Done' is at the top. Below it, a message states: 'You successfully received the selected items. Continue receiving or return to the home page.' with links for 'How To' and 'Screen Details'. A specific receipt is listed: 'PR207096 - Copy of User Guide has been successfully received.' Below this, there are two bullet points: 'Select another order to receive' and 'Return to the Ariba Buyer Home page'. At the bottom, there is a checkbox labeled 'Don't show this page again (reset in preferences)'.

You can select the **Don't show this page again (reset in preferences)** check box to bypass this screen in the future. To reselect this choice in the future, you can deselect the checkbox by going to **Preferences** on the menu bar. Once there, select **Reset Default Preferences**.



Entering Receiving from the Status Screen (Desktop Receiver Only)

Since a Desktop Receiver is also the same user that created the requisition, Desktop Receivers have the option of entering Receiving by selecting the requisition from the Status screen.

Select the **Status** button from the swoosh image or select the **Approved** link from the left menu to display a list of your requests.



From the Status screen, select the Requisition **ID** or **Title** link that has the order you want to receive. Note the Status of the Requisition:

- Ordered means that no receipts have been submitted for the order.
- Receiving means that at least one receipt has been processed for at least one order on the requisition, but that at least one order has not been fully received.
- Received means that all orders on the requisition have been fully received. To continue receiving, the order must be reopened for receiving from the Receiving section.

Type	ID	Date Created	Status	Title	Total
PR206618	PR206618	Today, 11:56 AM	Ordered	Receiving UG - Desktop Receiving	\$12,040.0000USD
PR206615	PR206615	Today, 11:52 AM	Composing	Untitled Requisition	\$0.000000USD
PR206368	PR206368	Tue, 1 Feb, 2005	Receiving	Tamara's full 60 Test	\$40.000000USD
PR206367	PR206367	Tue, 1 Feb, 2005	Receiving	Tamara's SPL 60 Test	\$181.500000USD
PR206365	PR206365	Tue, 1 Feb, 2005	Receiving	Tamara's TEST 13	\$100.600000USD
PR206067	PR206067	Tue, 11 Jan, 2005	Composing	Untitled Requisition	\$0.000000USD
PR206073	PR206073	Fri, 12 Nov, 2004	Receiving	Copy of 2718.4 REDO 11/12/04	\$76.840000USD

To view a list of receipts that have been created for the orders on the requisition, select the Receipts tab.



Select the **Receive** button to enter the Receiving section.



*Users who do not have Desktop Receiving will not see this **Receive** button when opening their requisition.*

The Receiving section usually has five steps. However, if you are a Desktop Receiver and access the section through the Status screen, you are taken directly to the Select Receipt screen. This screen is slightly different depending on whether you access it through the Receive button, or through the Status button on the Swoosh screen. The Select Receipt access through the **Status** button displays all receipts and references all orders for that requisition, as shown below.

Select a receipt that needs approval.



The Receive Items screen of the Receiving section appears.

Receipt RC2052531 EP203424 - eMail Vol. 2 UG

2 Receive Items Receiving

Enter the amount or quantity you are accepting or rejecting, and include the receipt date. When entering rejection details, explain your reason for rejection in comments. When verifying a milestone, indicate whether or not the milestone is complete. If the milestone will not be completed, explain the reason in comments.

[How To](#) [Screen Details](#)

Accept All

Line Items - Quantity Receiving Needed

No.	Quantity	Description	Unit	Prev. Accepted	Accepted	Rejected	Date Received
1	10	Desk Dust Blower, Battery Powered, Hanging Strap	each	1	0	0	Today
2	10	Fan, Power Stand, 3-Speed, Tilt, BK	each	0	0	0	Today

Order ID: [EP203424](#)

Order Title: eMail Vol. 2 UG

Supplier: [Centreville Agricultural Equipment](#)

Contact: [Centreville Shipping - Ford St, Fairfax](#)

Accessing Receipts Once Receiving has Begun

Orders that are not completely received or accepted in a single delivery may have several receipts associated with it. When an order is partially received (i.e., a receipt is completed for less than the total number of items in an order, or some items are rejected), the eMail creates another receipt for the order to be completed later, when additional items are delivered.

When you select the **Receive** button from the Swoosh screen, the Select Order – Search screen appears. Enter the Order ID and select **Search**.

1 Select Order - Search Receiving

Select the type of request to receive, enter search criteria if available, and search to find requests that match your criteria. To select a request, click the ID.

[How To](#) [Screen Details](#)

Order ID **Search** [Advanced](#) [Back to Select Order](#)

Search Results

Enter search criteria above

Exit

Select the order that you want to view.



- 1 [Select Order](#)
- 2 [Select Receipt](#)
- 3 [Receive](#)
- 4 [Additional Info](#)
- 5 [Summary](#)

[Exit](#)

1 Select Order - Search

Select the type of request to receive, enter search criteria if available, and search to find requests that match your criteria. To select a request, click the ID.

[How To](#) [Screen Details](#)

Order ID

[Advanced](#) [Back to Select Order](#)

Search Results

Orders returned: 113 Page 1

Order ID	Title	Date Created	Status	Supplier
Wax (091404 - 1394)		Tue, 14 Sep, 2004	Ordered	Procurement Office
DV 209		Mon, 18 Oct, 2004	Ordered	Procurement Office
Script 8016		Mon, 1 Nov, 2004	Ordered	Procurement Office
XML test 2		Tue, 16 Nov, 2004	Ordered	Procurement Office
Copy of XML test 2		Tue, 16 Nov, 2004	Ordered	Procurement Office
D333 Original 3		Wed, 28 Jul, 2004	Ordered	Procurement Office
DO200166	Wax (1391)	Thu, 9 Sep, 2004	Ordered	Centreville Agricultural Equipment
DO200172	User Guide2	Fri, 10 Sep, 2004	Receiving	Centreville Agricultural Equipment
EP200000	Script 90016	Fri, 23 Jul, 2004	Ordered	Acme Abrasives, Incorporated
EP200001	Script 90017	Mon, 26 Jul, 2004	Receiving	Acme Abrasives, Incorporated
EP200003	Script 90017 Receipt in Submitted Status	Mon, 26 Jul, 2004	Receiving	Acme Abrasives, Incorporated



To search for an order, refer to the [Basic Search](#) and [Advanced Search](#) section of this guide.

Once you select the order, you will automatically be taken to the Receive Items screen, shown below. .

- 1 [Select Order](#)
- 2 [Select Receipt](#)
- 3 [Receive](#)
- 4 [Additional Info](#)
- 5 [Summary](#)

[Home](#) [Help](#) [Logout](#)

3 Receive Items

Receipt RC204659: EP203023 - Receiving UG [Prev](#) [Next](#) [Submit](#) [Exit](#)

Enter the amount or quantity you are accepting or rejecting, and include the receipt date. When entering rejection details, explain your reason for rejection in comments. When verifying a milestone, indicate whether or not the milestone is complete. If the milestone will not be completed, explain the reason in comments.

[How To](#) [Screen Details](#)

No.	Quantity	Description	Unit	Prev. Accepted	Accepted	Rejected	Date Received
1	2	16-Slot Chassis, Rack Mount FieldUpgrade	each	1	<input type="text" value="0"/>	<input type="text" value="0"/>	Today <input type="text" value=""/>

Order ID: [EP203023](#)

Order Title: [Receiving UG](#)

Supplier: [Acme Abrasives, Incorporated](#)

Contact: [Acme - Main St., Fairfax, VA](#)

test:

Close Order: ☐ Yes ☒ No

Date: Today, 3:56 PM

Processing Status: Receiving

To view all receipts associated with the order, select the **Select Receipt** link from the left menu. From this screen, you can view all of the receipts associated with one order:



eVA Home Help Logout

Preferences Toggle Tips Toggle Currency

1 Select Order

2 Select Receipt

3 Receive

4 Additional Info

5 Summary

CRP Order EP203023: Receiving UG

[Prev](#) [Next](#) [Exit](#)

Select Receipt

The receipts listed below need your attention. You can enter receipt details for order and contract items (including contract milestones), and view existing receipt details. Click an ID to work on the associated receipt.

[How To](#) [Screen Details](#)

Receipts - Approval Needed

Receipt ID	Order ID	Title	Date	Status
BC204659	EP203023	Receiving UG		Composing

Receipts - No Approval Needed

Receipt ID	Order ID	Title	Date	Status
BC204659	EP203023	Receiving UG	Mon, 14 Feb, 2005	Approved
BC204658	EP203023	Receiving UG	Mon, 14 Feb, 2005	Approved

Order ID: [EP203023](#)

Version: 1

Title: Receiving UG

Supplier: [Acme Abrasives, Incorporated](#)

Contact: [Acme - Main St., Fairfax VA](#)

The receipts associated with this order are divided into Approval Needed and No Approval Needed. Notice the Order IDs and Statuses.

- A receipt in Approved status has been submitted and approved.
- A receipt in Composing status is created automatically when an order is created or partially received.

To view the information of an approved receipt, select the appropriate **Receipt ID**.

The View Receipt Details screen appears. From the example below you can see that for this particular order, two items were delivered. However, only one item was accepted while the other item was rejected because it was the wrong color.



Receipt RC204654: EP203023 - Receiving US

3 View Receipt Details

These are the details of the receipt you selected. If the receipt has not been processed by the system, and if you have the appropriate permission, you can edit and change the existing receipt details.

[How To Screen Details](#)

Summary Approval Flow History

Line Items Received By Quantity

No.	Quantity	Description	Unit	Prev. Accepted	Accepted	Rejected	Date Received
1	2	16-Slot Chassis, Rack Mount Field Upgrade	each	0	1	1	Fri, 11 Feb, 2005

Email: ☒ Send email to Purchasing

Rejection Reason: The second item is the wrong color.

Order ID: EP203023

Order Title: Receiving US

Supplier: Acme Abrasives, Incorporated

Contact: Acme - Main St., Fairfax VA

test:

Close Order: No

Date: Mon, 14 Feb, 2005

Once you are done viewing the completed receipt, select the **<Prev** button to return to the Select Receipt screen.

Requisition PR207561: eMail Vol. 2 US

1 Select Receipt

The receipts listed below need your attention. You can enter receipt details for order and contract items (including contract milestones), and view existing receipt details. Click an ID to work on the associated receipt.

[How To Screen Details](#)

Receipts - Approval Needed

Receipt ID	Order ID	Title	Date	Status
RC205253	EP203424	eMail Vol. 2 US		Composing
RC205248	EP203425	eMail Vol. 2 US		Composing

Receipts - No Approval Needed

Receipt ID	Order ID	Title	Date	Status
RC205237	EP203424	eMail Vol. 2 US	Today, 2:14 PM	Approved

To receive additional items for this order, select the appropriate **Receipt ID** in the Receipts - Approval Needed section to continue the receiving process. Selecting a **Receipt ID** takes you to Step 3: Receive. The Receive Items screen displays a detail screen for that receipt.

Editing a Receipt

Generally, once a receipt is submitted and approved, there is no way to change an order to reduce the quantity of the order below the quantity already received UNLESS the receiving change is done on the SAME day as the day the quantity received was entered. Due to the



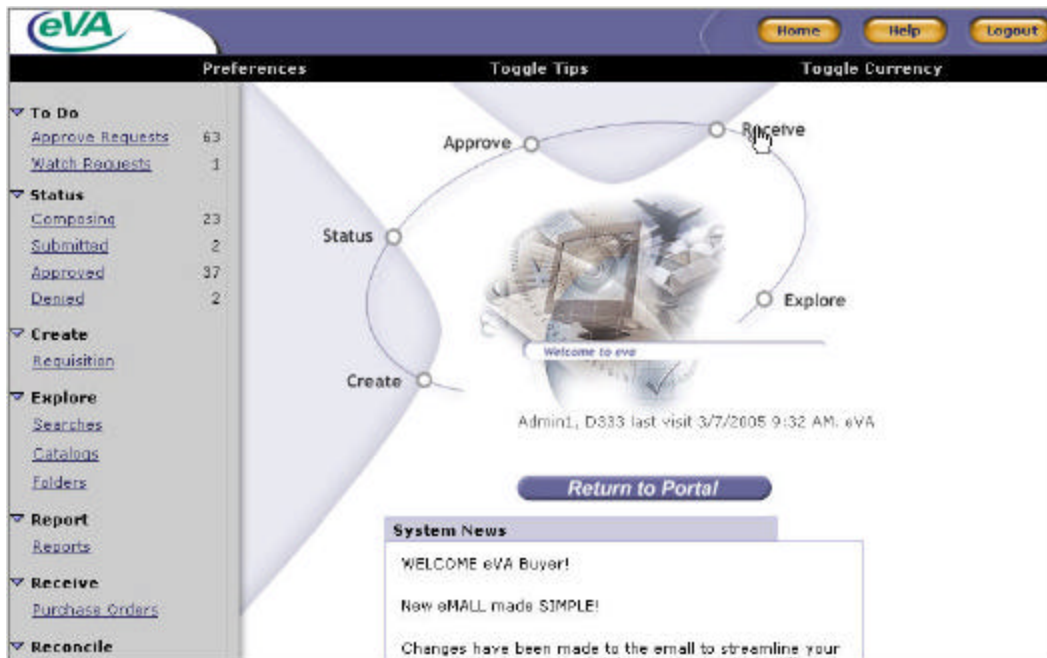
fact that receipts are not processed until nightly job runs, authorized users have the ability to edit a receipt before it is fully processed.

There is no way to un-receive an item to reduce the quantity received AFTER the initial day it was entered.

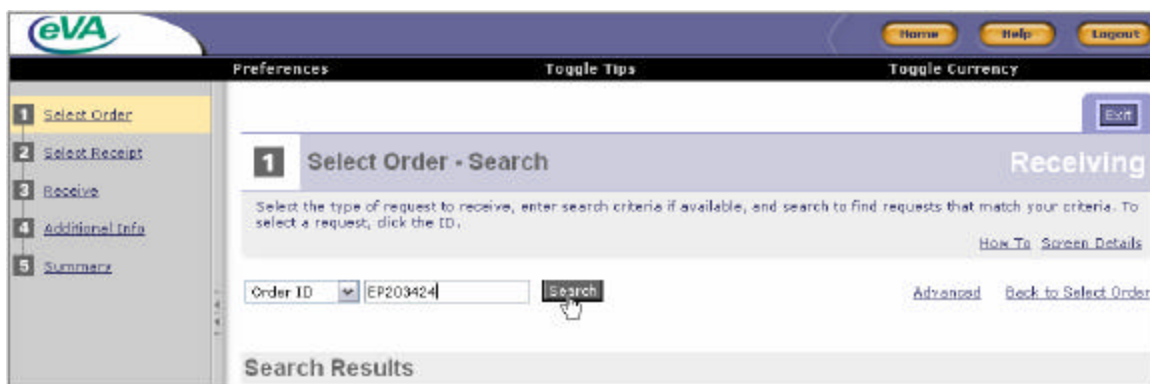
Editing Approved Receipt

To edit a receipt, follow these steps:

1. Select **Receive** on the Swoosh or the **Purchase Orders** link from the left menu.



2. Enter the Order ID of the receipt or the Receipt ID to be edited. (If you do not know the Order ID or the Receipt ID, go to the Orders tab of the requisition to locate the Order you want to receive and the Receipt tab to locate the Receipt ID.)



*When you first select the **Search** button on the Select Order – Search screen, you will not see orders in Received status. You must enter a search term (e.g., the Order ID, Req ID, or Receipt ID) to see orders in Received status.*



3. Select the **Receipt ID** link that you want to edit.

ERP Order EP203424: eMail Vol. 2 UG

2 Select Receipt Receiving

The receipts listed below need your attention. You can enter receipt details for order and contract items (including contract milestones), and view existing receipt details. Click an ID to work on the associated receipt. [How To](#) [Screen Details](#)

! This order is currently closed for receiving.
If you need to receive additional items, reopen the order. [Reopen Order](#)

Receipts - No Approval Needed

Receipt ID	Order ID	Title	Date	Status
RC205247	EP203424	eMail Vol. 2 UG	Today, 2:14 PM	Approved
RC205251	EP203424	eMail Vol. 2 UG	Today, 3:58 PM	Approved

Order ID: [EP203424](#)
 Version: 1
 Title: eMail Vol. 2 UG
 Supplier: [Centreville Agricultural Equipment](#)
 Contact: [Centreville Shipping - Ford St. Fairfax](#)

4. Select the **Edit** button to edit the receipt.

Receipt RC205247: EP203424 - eMail Vol. 2 UG

2 View Receipt Details Receiving

These are the details of the receipt you selected. If the receipt has not been processed by the system, and if you have the appropriate permission, you can edit and change the existing receipt details. [How To](#) [Screen Details](#)

[Edit](#)

Summary [Approval Flow](#) [History](#)

Line Items Received By Quantity

No.	Quantity	Description	Unit	Prev. Accepted	Accepted	Rejected	Date Received
1	10	Desk Dust Blower, Battery Powered, Hanging Strap	each	0	1	0	Today
2	10	Fan, Power Stand, 3-Speed, Tilt, BK	each	0	0	0	Today

Order ID: [EP203424](#)
 Order Title: eMail Vol. 2 UG
 Supplier: [Centreville Agricultural Equipment](#)

5. Once the Receive Items screen opens, you may edit the receipt. Once you are done editing the receipt, select the **Next** button to proceed.



eVA Home Help Logout

Preferences Toggle Tips Toggle Currency

1 Select Order
2 Select Receipt
3 **Receive**
4 Additional Info
5 Summary

Receipt RC205247: EP203424 - eMail Vol. 2 UG

3 **Receive Items** Receiving

Enter the number of items to accept or reject. [How To](#) [Screen Details](#)

Summary Approval Flow History

Line Items - Quantity Receiving Needed

No.	Quantity	Description	Unit	Prev. Accepted	Accepted	Rejected	Date Received
1	10	Desk Dust Blower, Battery Powered, Hanging Strap	each	0	<input type="text" value="0"/>	<input type="text" value="0"/>	Today <input type="text"/>
2	10	Fan, Power Stand, 3-Speed, Tilt, BK	each	0	<input type="text" value="0"/>	<input type="text" value="0"/>	Today <input type="text"/>

Order ID: [EP203424](#)
Order Title: eMail Vol. 2 UG
Supplier: [Centreville Agricultural Equipment](#)

6. Enter the reason for why you needed to edit the receipt in the Comments – Entire

eVA Home Help Logout

Preferences Toggle Tips Toggle Currency

1 Select Order
2 Select Receipt
3 Receive
4 Additional Info
5 **Summary**

Receipt RC205247: EP203424 - eMail Vol. 2 UG

5 **Summary** Receiving

Review the receipt and make changes, if necessary. When you are finished, submit the receipt for approval. [How To](#) [Screen Details](#)

Summary Approval Flow History

Line Items - Quantity Receiving Needed

No.	Quantity	Description	Unit	Prev. Accepted	Accepted	Rejected	Date Received
1	10	Desk Dust Blower, Battery Powered, Hanging Strap	each	0	<input type="text" value="3"/>	<input type="text" value="0"/>	Today <input type="text"/>
2	10	Fan, Power Stand, 3-Speed, Tilt, BK	each	0	<input type="text" value="0"/>	<input type="text" value="0"/>	Today <input type="text"/>

Order ID: [EP203424](#)
Order Title: eMail Vol. 2 UG
Supplier: [Centreville Agricultural Equipment](#)
Contact: [Centreville Shipping - Ford St, Fairfax](#)
Entity Header Cross Reference:
Close Order: ☐ Yes ☒ No
Date: Today, 2:14 PM
Processing Status: Awaiting processing

Comments - Entire Receipt

Comments:



Approving Receipts

Understanding the Approval Flow

Every receipt has an approval flow that can be viewed at the Summary step. Select the Approval Flow tab to review the approval flow.

The receiver will always be the first approver in the approval flow. By submitting the receipt, the approval is implied and the receiver will not need to approve the receipt.

You can look at the approval flow to see who has yet to act on the receipt document. The legend shows the Active approvers in blue. (It is the Active approvers who are currently expected to review and approve or deny an approvable document.)

If you let your cursor (mouse) hover over a box in the approval flow, you will see flyover text that tells you the status and reason for the approval. In the example above, the Central Receiver has added the requester to the receipt flow with the reason "Verify installation", as shown on the next screen print.



Select the link in the approval box to get more information about the approver. If the approver is a role, you can see who is in the role.

Commodity Approvers

In some cases, additional receipt approvers may be present. For example, an agency may require certain commodities such as computer hardware to be received with the approval of the agency's IT specialists. The additional approver will be seen in the approval flow.

The first approver in the Receipt approval flow is actually the person who submits the receipt following the procedures in this guide. Other approvers in the flow act as receipt approvers, based on particular commodity codes specified in the BSO. Approvers should follow instructions in the [eMail Vol. 1 User Guide](#).

Printing Receipts

You may find that printing the receipt document is helpful, especially for the centralized receiving process where other departments, such as Accounts Payable, may need a print out of the receipt.

To print a receipt:

1. Open the receipt.
2. Press and hold the <Alt> key while pressing the <Print Screen> key.
3. Open Microsoft Word and paste the screen print into a document by selecting Edit/Paste or by pressing and holding the <Ctrl> key while pressing the <V> key.

Receipt History Tab

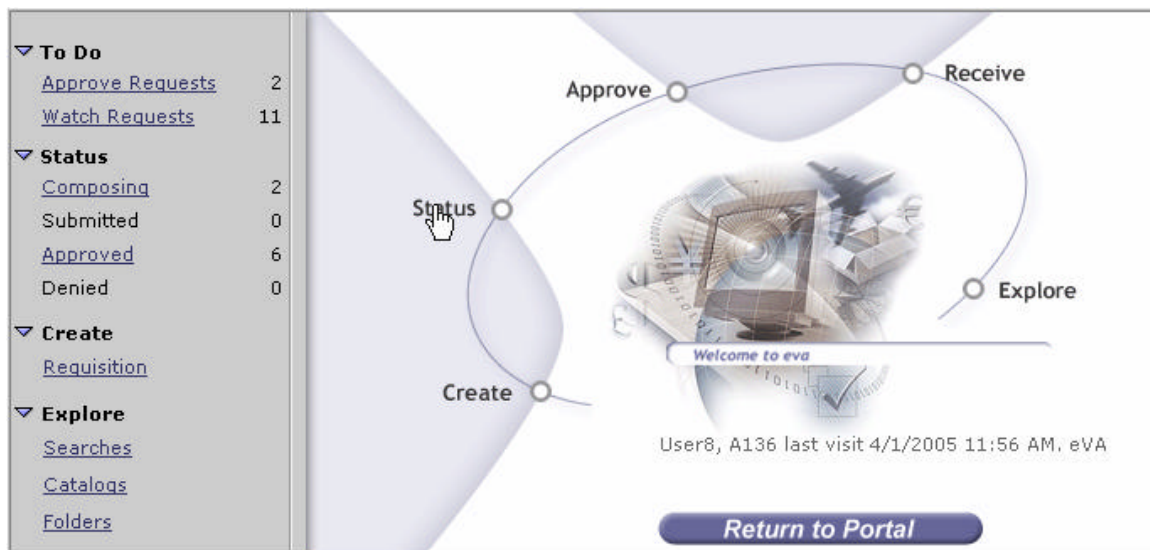
Like requisitions and orders, receipts also have a history tab. The receipt history tab is generated as soon as an action is taken against a receipt.

After receipts have processed, Central receivers can view the Receipt History Tab when they click on the RECEIVE button and find a particular order. They must select the receipt, open it up, and then click on the HISTORY tab.



A desktop receiver can view receipts by doing the following:

1. Select the **Status** button on the swoosh image.



2. From the Status screen, select the requisition that has the status of receiving.

Status Composing 2 Submitted 0 Approved 6 Denied 0 Show All 8		Status Click a request's ID or title to view request details. You can click check boxes to select one or more requests and then take an appropriate action; for example, move selected requests to a folder. How To Screen Details					
		Requests in progress: 8					
<input type="checkbox"/>	Type	ID	Date Created	Requester	Status	Title	Total
<input type="checkbox"/>		UP200702	Mon, 14 Feb, 2005	User8, A136	Processed	User8, A136	
<input type="checkbox"/>		PR206564	Mon, 14 Feb, 2005	User8, A136	Receiving	Receiving UG	\$541.50000USD
<input type="checkbox"/>		PR206561	Mon, 14 Feb, 2005	User8, A136	Receiving	Receiving UG	\$541.50000USD
<input type="checkbox"/>		PR206190	Fri, 21 Jan, 2005	User8, A136	Composing	Untitled Requisition	\$0.00000USD
<input type="checkbox"/>		PR206188	Fri, 21 Jan, 2005	User8, A136	Composing	Untitled Requisition	\$18,150,000.00000USD

3. Once the requisition opens, select the Receipts tab.

Status Composing 2 Submitted 0 Approved 6 Denied 0 Show All 8		PR206564 - Receiving UG Status: Receiving	
		Review the request details and then take the appropriate action; for example, depending on the request status, you can approve, deny, edit, submit, receive, invoice, open, or close the request. How To Screen Details	
		Back to Status <div style="text-align: right;"> <input type="button" value="Change"/> <input type="button" value="Print"/> </div>	
		<div style="border: 1px solid #ccc; padding: 2px;"> Summary Approval Flow Orders Receipts History </div>	
Title:		Receiving UG	
Fiscal Years:		2005	
PO Category:		V11	
test:			
Do not send any items to eProcurement:		<input type="checkbox"/>	
ReqHeadCB2:		<input type="checkbox"/>	
Send all items to eProcurement:		<input type="checkbox"/>	



4. Select the Receipt ID link that you wish to view.

PR206564 - Receiving UG Status: Receiving

Review the request details and then take the appropriate action; for example, depending on the request status, you can approve, deny, edit, submit, receive, invoice, open, or close the request. [How To](#) [Screen Details](#)

[Back to Status](#) [Change](#) [Print](#)

Summary Approval Flow Orders Receipts History

Receipt ID	Order ID	Title	Date	Status
RC204654	EP203023	Receiving UG	Mon, 14 Feb, 2005	Approved
RC204656	EP203023	Receiving UG	Mon, 14 Feb, 2005	Approved
RC204659	EP203023	Receiving UG		Composing
RC204655	EP203024	Receiving UG	Today, 12:41 PM	Composing

5. When the Receipt opens, select the History tab.

RC204656 - Receipt for EP203023 Status: Approved

Review the request details and then take the appropriate action; for example, depending on the request status, you can approve, deny, edit, submit, receive, invoice, open, or close the request. [How To](#) [Screen Details](#)

[Back](#)

Summary Approval Flow History

Line Items Received By Quantity

No.	Quantity	Description	Unit	Prev. Accepted	Accepted	Rejected	Date Received
1	2	16-Slot Chassis, Rack Mount FieldUpgrade	each	1	0	0	Mon, 14 Feb, 2005

Order ID: [EP203023](#)

Order Title: Receiving UG

Supplier: [Acme Abrasives, Incorporated](#)

Contact: [Acme - Main St., Fairfax VA](#)

test:

Close Order: ? No

Date: Mon, 14 Feb, 2005

The History tab indicates what action has been taken against this receipt.



6. To view more detail for a particular action, select the link under the **Action** column, where available.

RC204656 - Receipt for EP203023 Status: Approved

Review the request details and then take the appropriate action; for example, depending on the request status, you can approve, deny, edit, submit, receive, invoice, open, or close the request. [How To](#) [Screen Details](#)

[Back](#)

Summary Approval Flow History

Date	User	Action	Summary
Mon, 14 Feb, 2005	Admin2, A136	Edited	Line items were changed.
Mon, 14 Feb, 2005	Admin2, A136	Edited	Receipt properties were changed. Line items were changed.
Mon, 14 Feb, 2005	Admin2, A136	Approved	RC204656 approved.

7. Once done examining the Review Details for Action screen, select **Done** to return to the Receipt history. In the example below, the change details indicates that the quantity received changed from 3 to 0 and the resulting amount was changed from \$540 to \$0.

Review Details for Action

These are the details for the field you selected. [How To](#) [Screen Details](#)

Date: Mon, 14 Feb, 2005
 User: [Admin2, A136](#)
 Previous Version:

Change Details

Changes: Receipt Item 1, Accepted changed from 3 to 0
 Receipt Item 1, Amt. Accepted changed from \$540.00000USD to \$0.00000USD

Done



History Tab of the Requisition

Notice from the screen shot below, a user has fully received all items on all orders of a requisition, making the status of the requisition change from Receiving to Received. Also notice that the status change has not been documented in the requisition's History tab. This is because when a receipt is approved, it is not completely processed until the nightly cycle run. Once the receipts for this order are processed overnight, the user will see a status change in the History tab the next day.

PR206615 - Receiving User Guide Status: **Received**

Review the request details and then take the appropriate action; for example, depending on the request status, you can approve, deny, edit, submit, receive, invoice, open, or close the request.

[How To](#) [Screen Details](#)

[Back to Status](#) [Print](#)

Date	User	Action	Summary
Fri, 25 Feb, 2005	aribasystem	Ordered	Order EP203072 was successfully sent to ERP.
Fri, 25 Feb, 2005	aribasystem	Processed	PR206615 Order successfully processed by buysense Integrator.
Fri, 25 Feb, 2005	aribasystem	Ordered	Order EP203073 was successfully sent to ERP.
Fri, 25 Feb, 2005	aribasystem	Processed	PR206615 Order successfully processed by buysense Integrator.
Fri, 25 Feb, 2005	aribasystem	Ordered	Order EP203074 was successfully sent to ERP.
Fri, 25 Feb, 2005	aribasystem	Processed	PR206615 Order successfully processed by buysense Integrator.
Fri, 25 Feb, 2005	Admin2, A136	Approved	PR206615 approved.
Fri, 25 Feb, 2005	Admin2, A136	Submitted	PR206615 submitted for approval.

Once the receipts have been processed, it will be documented in the requisition history tab.

PR206615 - Receiving User Guide Status: **Received**

Review the request details and then take the appropriate action; for example, depending on the request status, you can approve, deny, edit, submit, receive, invoice, open, or close the request.

[How To](#) [Screen Details](#)

[Back to Status](#) [Print](#)

Date	User	Action	Summary
Tue, 8 Mar, 2005	Admin2, A136	Received	Items accepted: 0.
Tue, 8 Mar, 2005	Admin2, A136	Received	Items accepted: 0.
Tue, 8 Mar, 2005	Admin2, A136	Received	Items accepted: 12.
Fri, 25 Feb, 2005	aribasystem	Ordered	Order EP203072 was successfully sent to ERP.
Fri, 25 Feb, 2005	aribasystem	Processed	PR206615 Order successfully processed by buysense Integrator.
Fri, 25 Feb, 2005	aribasystem	Ordered	Order EP203073 was successfully sent to ERP.
Fri, 25 Feb, 2005	aribasystem	Processed	PR206615 Order successfully processed by buysense Integrator.
Fri, 25 Feb, 2005	aribasystem	Ordered	Order EP203074 was successfully sent to ERP.
Fri, 25 Feb, 2005	aribasystem	Processed	PR206615 Order successfully processed by buysense Integrator.



Returned Items

Currently, the eMail does not allow users to enter returned item(s). If a user is required to return an item to the vendor, it must be done manually outside the system.

It is important to know that rejecting an item in the system is NOT the same thing as returning an item. Rejecting an item NEVER decreases the number of items already accepted.

For example, a user orders 10 boxes of pens but only five were delivered. The user creates a receipt to accept the five boxes. That receipt is approved and a new receipt is created to await the arrival of the remaining five boxes. Later, the user realizes that the pens are the wrong color and wants to return the previously accepted quantity. He opens the new receipt and rejects all five boxes. This action in no way alters the actual amount received; it does not net out what had been previously accepted. The user may think that by rejecting five boxes, he is canceling the five accepted boxes. However, the system is tracking this as: the user accepted five boxes, which were approved. Five more boxes were delivered, and they were rejected. A new receipt is generated, waiting for five more boxes.

Noting a Return

Although returns must be performed manually outside of the eMail, a user may make a note of the return on a receipt in the Comments - Entire Receipt section. Once in the Receiving Section, perform a search for the order.

A screenshot of the eVA web application interface. The top navigation bar includes the eVA logo, 'Home', 'Help', and 'Logout' buttons. Below this is a secondary bar with 'Preferences', 'Toggle Tips', and 'Toggle Currency'. The left sidebar contains a list of numbered links: '1 Select Order', '2 Select Receipt', '3 Receive', '4 Additional Info', and '5 Summary'. The main content area is titled '1 Select Order - Search' and 'Receiving'. It contains instructions: 'Select the type of request to receive, enter search criteria if available, and search to find requests that match your criteria. To select a request, click the ID.' Below this is a search form with a dropdown menu for 'Order ID' showing 'EP203672' and a 'Search' button. To the right of the search form are links for 'How To', 'Screen Details', 'Advanced', and 'Back to Select Order'. At the bottom of the search results area, it says 'Search Results' and 'Enter search criteria above'.

Open the receipt and locate the Comments - Entire Receipt section. Add a comment regarding the return. You may also add an attachment if you like. If you need additional information on how to add comments and attachments, refer to the [eMail Vol. 1 User Guide](#).



Select **Exit** when you are done.

Comments - Entire Receipt

Comments: Returning 5 boxes of pens because they were the wrong color.

Add Attachment Delete

Accept All

< Prev Next > Submit **Exit**

When the Confirm Exit screen appears, select the **Save** this request link to save the comment you just added.

eVA Help

Preferences Toggle Tips Toggle Currency

Confirm Exit

You have asked to exit a request you are editing. Select an action to take with this request. [How To](#) [Screen Details](#)

You are in the process of editing RC204732 - Receipt for EP203072. Choose what you would like to do next.

- **Save** this request
- [Undo](#) any changes
- [Continue](#) working on this request
- [Print](#) a copy of this request

Reopening Orders for Receiving

If you need to receive items or create a change order against an order that is closed for receiving (i.e., in *Received* status), it must be reopened. It could be closed because:

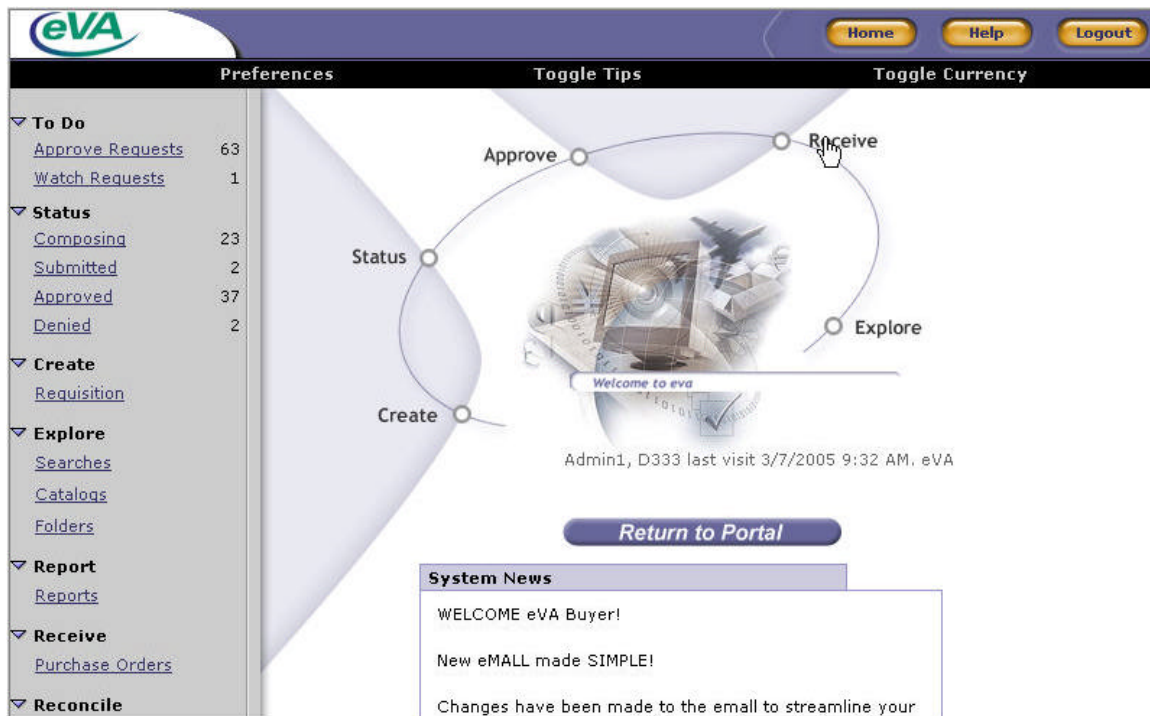
- All items have been successfully received or over received
- The Close Order option was selected on the last receipt

You can reopen the order for receiving to receive additional items or to allow the preparer to enter a Change Order to increase the quantity ordered. *The preparer of the change order will not be able to reduce the quantity ordered below the quantity received.*



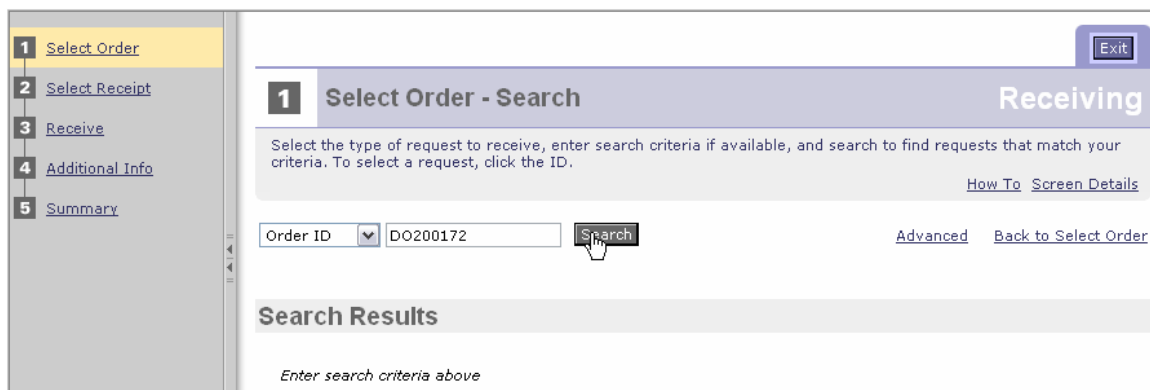
To reopen an order that is closed, follow these steps:

1. Select **Receive** on the Swoosh or the **Purchase Orders** link from the left menu.



2. Enter the Order ID to be reopened. (If you do not know the Order ID, go to the Orders tab for the requisition to locate the Order you want to receive.)

*When you first select the **Search** button on the Select Order – Search screen, you will not see orders in Received status. You must enter a search term (e.g., the Order ID, Req ID, or Receipt ID) to see orders in Received status.*





3. After the search is performed, the order is displayed with an informational message stating that the order is closed. Select the **Reopen Order** button.

1 [Select Order](#)

2 [Select Receipt](#)

3 [Receive](#)

4 [Additional Info](#)

5 [Summary](#)

Direct Order DO200172: User Guide2

[< Prev](#) [Next >](#) [Exit](#)

2 Select Receipt

Receiving

The receipts listed below need your attention. You can enter receipt details for order and contract items (including contract milestones), and view existing receipt details. Click an ID to work on the associated receipt.

[How To](#) [Screen Details](#)

This order is currently closed for receiving.

If you need to receive additional items, reopen the order.

[Reopen Order](#)

Receipts - No Approval Needed

Receipt ID	Order ID	Title	Date	Status
RC200526	DO200172	User Guide2	Wed, 15 Sep, 2004	Approved
RC200682	DO200172	User Guide2	Thu, 16 Sep, 2004	Approved
RC200703	DO200172	User Guide2	Thu, 16 Sep, 2004	Approved
RC204810	DO200172	User Guide2	Mon, 7 Mar, 2005	Submitted

Order ID: [DO200172](#)

Version: 1

Title: User Guide2

Supplier: [Centreville Agricultural Equipment](#)

4. A new receipt is opened for the order. If the order preparer is going to generate a Change Order, DO NOT receive additional items or process the receipt. Select the **Exit** button and then select **Save this request**. Once the Change Order is complete, you can continue receiving on this receipt.

Confirm Exit

You have asked to exit a request you are editing. Select an action to take with this request.

[How To](#) [Screen Details](#)

You are in the process of editing RC204973 - Receipt for DO200172. Choose what you would like to do next.

- [Save this request](#)
- [Undo any changes](#)
- [Continue working on this request](#)
- [Print a copy of this request](#)

5. If there will be no Change Order, you can continue receiving.

1 [Select Order](#)

2 [Select Receipt](#)

3 [Receive](#)

4 [Additional Info](#)

5 [Summary](#)

Receipt RC204973: DO200172 - User Guide2

[< Prev](#) [Next >](#) [Submit](#) [Exit](#)

3 Receive Items

Receiving

Enter the amount or quantity you are accepting or rejecting, and include the receipt date. When entering rejection details, explain your reason for rejection in comments. When verifying a milestone, indicate whether or not the milestone is complete. If the milestone will not be completed, explain the reason in comments.

[How To](#) [Screen Details](#)

[Accept All](#)

Line Items - Quantity Fully Received

No.	Quantity	Description	Unit	Prev. Accepted	Accepted	Rejected	Date Received
1	1	Koskin Expander Attach?, 4in-5in Expand, Black	each	1	0	0	Today
2	2	Curved Arm Incandescent Lamp, 17in, Black	each	2	0	0	Today
3	1	Tissue Poly Paper Pillow Case, 21inX30in, Blue	carton	1	0	0	Today
4	1	Visine Tears, 28 Uses Per Box	box	1	0	0	Today
5	1	Conference Room Cabinet, 4' to 8'Wx4'H, Walnut	each	1	0	0	Today

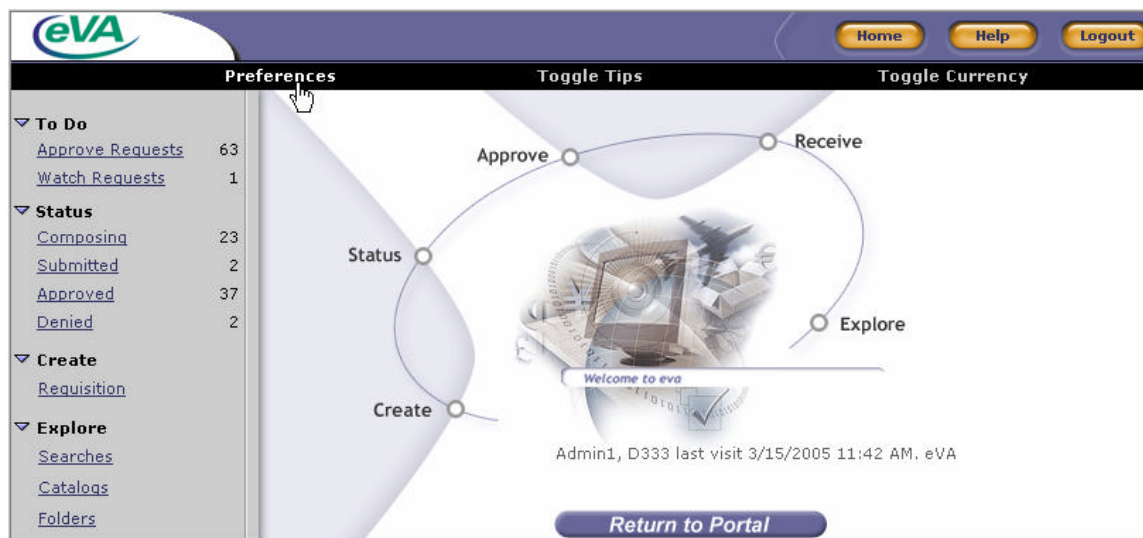


PREFERENCES

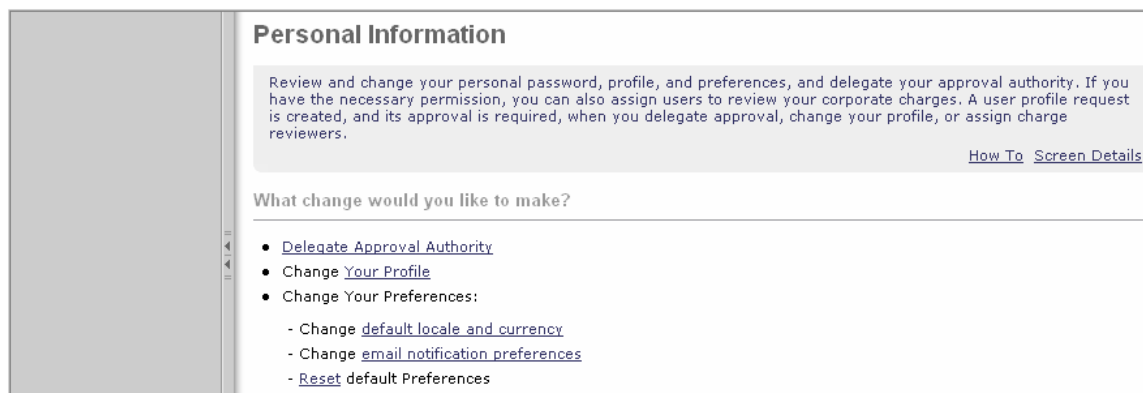
Users may update the following personal information within the eMail:

- Delegate your Approval Authority (covered in the [eMail Vol. 1 User Guide](#))
- Change your profile
- Change your Preferences for currency and locale
- Change your email notification preferences
- Reset your default preferences

To update your personal information, select **Preferences** from the Screen Header section.



The Personal Information screen lists the changes that you can make in the eMail.



Changes to your user profile must be approved before the changes take effect. The eMail assigns UP numbers to these requests so you can check their status in the Approval Flow.



Modifying your Personal Profile

The Change Personal Profile screen contains basic user information that identifies you to other system users and vendors. This screen also identifies your Supervisor and the Roles and Permissions to which you are assigned within the eMail. Rarely would an individual need to change their eVA setup defaults. Situations where it might be necessary would be to:

- Add or delete assigned eVA groups (roles)
- Change the supervisor name (Local government and public body employees must NOT change the name of the designated supervisor. A representative of the Department of General Services is assigned to this role for eVA security purposes.)
- Add, change, or delete an expenditure limit or approver
- Change the Deliver To name

If you are a state employee, be sure the supervisor change is approved by the Agency eVA Team Lead prior to submitting your profile change request. An individual other than your immediate supervisor could have been assigned to you for reasons that may not be readily apparent.

Step 1: Change Personal Profile

From the Personal Information screen, select **Change Your Profile**.

The screenshot shows the 'Personal Information' screen. At the top, the title 'Personal Information' is displayed. Below it, a text box explains that users can review and change their personal password, profile, and preferences, and delegate their approval authority. It also mentions that users can assign users to review their corporate charges. To the right of this text are links for 'How To' and 'Screen Details'. Below the text box, a section titled 'What change would you like to make?' contains a list of options: 'Delegate Approval Authority', 'Change Your Profile', and 'Change Your Preferences'. The 'Change Your Profile' option is highlighted with a mouse cursor. Under 'Change Your Preferences', there are three sub-options: 'Change default locale and currency', 'Change email notification preferences', and 'Reset default Preferences'.



The Change Personal Profile screen appears.

Field	Description
Name	Your last name, first name
Agency	Your assigned Agency or Local Government number and description
Employee #	(Optional) Your employee number
Email Address	The email address used for notifications. If incorrect, refer to the User Preferences Guide for information on how to update this field.
Phone #	Your telephone number If incorrect, refer to the User Preferences Guide for information on how to update this field.
Supervisor	The user who must approve any Profile Changes, and to whom requisitions escalate to when your approvals are overdue. For local government entities, the Supervisor will NOT be your actual supervisor. For security reasons, a Department of General Services representative will be listed.
Groups/Roles	The Groups that you have been assigned in order to carry out common functions, such as BuyerInbox, POPrint, ITApprover.

After you add or change your Personal Profile, you are ready to move on to Step 2 - Account/Ship. Select **Next** or the **Account/Ship** link from the Process Step area to move on to Step 2 – Account/Ship.



Step 2: Accounting/Shipping Info

You may add or change Accounting Information and Shipping Details on this screen. Do NOT change the Buysense Catalog Controller unless specifically instructed by your eVA team lead.

1 Personal Info
2 Account/Ship
3 Justify Changes
4 Approval Flow
5 Review Changes

UP200749: Admin1, D333

< Prev
Next >
Exit

2 Accounting/Shipping Info

User Profile

BuysenseOrg contains default account codes and workflow details, Buysense Catalog Controller indicates to which catalogs you will have access, and Ship To shows the default address where your items will be sent. On a requisition, you can override the default account codes and Ship To address as necessary.

[How To](#) [Screen Details](#)

- Change your accounting information:

BuysenseOrg: D333-BSO-SRC
Buysense Catalog Controller: (no value) [select]
Delegated Purchase Authority: \$500.00USD
Expenditure Limit: \$25,000.00U
Expenditure Limit Exceeded Approver: D333-Expenditure Limi [select]
- Change your shipping and delivery information:

Ship To: 2 Fairfax Drive Fairfax, VA 22033 United States
Deliver To: Richmond Receiving

Field	Description
BuysenseOrg	The name assigned to the group of business rules and default approval workflow settings for your requisitions. Other users within the same Department, Unit, or Division may belong to the same group.
Buysense Catalog Controller	Determines the catalogs you can use. (Do not change unless authorized.)
Delegated Purchase Authority	The dollar amount of your Delegated Purchase Authority
Expenditure Limit	The dollar amount of your Expenditure Limit
Expenditure Limit Exceeded Approver	The user who must approve requests that exceed your Expenditure Limit
Ship To	The default shipping address for items you order. If incorrect, consult your eVA team lead.
Deliver To	The person to whom ordered items are delivered.

Select **Next** to move to Step 3 – Justify Changes.



Step 3: Justify Changes

Use this screen to explain the reason for your request.

After you explain the reason for your request, select **Next** to move on to Step Four – Approval Flow.

Step 4: Approval Flow

The Approval Flow screen graphically displays the approvers for this User Profile change request.

Your current eVA supervisor (shown in your User Profile) will always be the first approver in the approval flow. Other approvers may also appear automatically, depending on changes being requested to the user profile.

Selecting the name in the approver box will provide additional details about the required approver.

You can also add additional approvers and/or watchers to the approval flow. (See [Adding an Approver.](#))

Select **Next** to proceed to the last step, Review Changes.



Step 5: Review Changes

The Review Changes screen displays all requested changes. Review your changes before you submit the request.

Select **Submit** to send your profile changes for approval.

UP200750: Admin1, D333

5 Review Changes **User Profile**

Review your request and then submit it for approval. [How To](#) [Screen Details](#)

Change	From	To
Supervisor	(no value)	Admin, D333

< Prev Submit Exit

Once you submit your changes, the Profile Submitted confirmation screen will appear with several options. Select the **Home** link at the top of your screen (not shown here) to return to the swoosh screen.

Profile Submitted

Your request has been submitted for approval. Use the Status section of the Navigation Panel to monitor the request's progress through the approval process. [How To](#) [Screen Details](#)

UP200763 - User Profile Changes for Admin, D333 has been submitted.

- [Print](#) a copy of this request
- [View](#) the status of your request
- [Create](#) another profile change request
- Return to the Ariba Buyer [Home](#) Page

If changes need to be made to your profile that are not accessible by you, contact your eVA team lead for assistance.

Change Default Locale and Currency

To change the country and primary currency you use for business transactions, select the Change **default locale and currency** link from the Personal Information screen.

Personal Information

Review and change your personal password, profile, and preferences, and delegate your approval authority. If you have the necessary permission, you can also assign users to review your corporate charges. A user profile request is created, and its approval is required, when you delegate approval, change your profile, or assign change reviewers. [How To](#) [Screen Details](#)

What change would you like to make?

- [Delegate Approval Authority](#)
- Change [Your Profile](#)
- Change Your Preferences:
 - Change [default locale and currency](#)
 - Change [email notification preferences](#)
 - [Reset](#) default Preferences



The screen below displays the default settings that are used when you create a request; however, you can override them temporarily by changing them for a specific request.

Change Default Locale and Currency

Select the country and primary currency to use as defaults in your requests. You can change the currency for a specific request, by selecting a different value when you create the request.

[How To](#)
[Screen Details](#)

Change your default locale and currency:

Locale:

English-United States

Default Currency:

US Dollar

OK

Cancel

Email Notifications

An email is sent to you whenever you become the active approver for a request that is in process. If you are an approver or delegate, you will receive notification when someone:

- Submits a request for your approval,
- Resubmits a request for your approval, or
- Withdraws a request

If no action has been taken on requests within 15 business days where an individual's name is in the approval workflow, the request will escalate to that approver's supervisor eVA inbox for approval. The supervisor will be responsible for approving or denying the request. (Requests pending approval from a Role or Group Approver role are never escalated.)

Notifications are also sent when a request is:

- Escalated to you, or
- About to be escalated to your supervisor

Email Notification Preferences

To change email notification preferences, select the link from the Personal Information screen.

Personal Information

Review and change your personal password, profile, and preferences, and delegate your approval authority. If you have the necessary permission, you can also assign users to review your corporate charges. A user profile request is created, and its approval is required, when you delegate approval, change your profile, or assign charge reviewers.

[How To](#)
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What change would you like to make?

- [Delegate Approval Authority](#)
- Change [Your Profile](#)
- Change Your Preferences:
 - Change [default locale and currency](#)
 - Change [email notification preferences](#)
 - [Reset](#) default Preferences



When you select Change **email notification preferences** on the Personal Information screen, the Set email Notification Preferences screen appears.

The following table describes the options that you can set for each document type.

Option	Values	Comments
Document Types	Default preferences for all document types	Use the <i>Default preferences...</i> type to set preferences for requisitions.
	User Profile Update	Use the User Profile Update option to set preferences for your requests to update your user profile.
	Receipt	Select the Receipt option to set e-mail notification for Receiving
	Receipt Tracker	Receipt and Receipt tracker are not used in eVA.
Notification method	Send email summary Send email immediately	Choose to be notified for each approval as it becomes active, or to receive a single notification for all approvals that became active that day.
When my document is approved	Yes (checked) or No	You can choose to be notified when each approver approves your request.
When my document is fully approved	Yes (checked) or No	You can choose to be notified when your request is fully approved.
When documents are awaiting my approval	Send once Send repeatedly Send never	You can choose to be notified once, repeatedly (at intervals set by the eMail), or never.
When my approval is overdue	Send once Send repeatedly Send never	You can choose to be notified once, repeatedly (at intervals set by the eMail), or never.

Once you have made all of the necessary changes, select **OK**.



Reset Default Preferences

The system has various defaults or settings for your eMail screens, often based on your selection when using the eMail. To see a list of the various defaults, refer to the NEXT screen after you select the **Reset** default Preferences link from the below Personal Information screen.

A screenshot of the 'Personal Information' screen in the eMail system. The screen has a grey sidebar on the left with navigation icons. The main content area has a title 'Personal Information' and a paragraph explaining that users can review and change their personal password, profile, and preferences, and delegate their approval authority. Below this is a section titled 'What change would you like to make?' with a list of options: 'Delegate Approval Authority', 'Change Your Profile', and 'Change Your Preferences:'. Under 'Change Your Preferences:', there are three sub-options: 'Change default locale and currency', 'Change email notification preferences', and 'Reset default Preferences'. A mouse cursor is pointing at the 'Reset default Preferences' link. At the top right of the main content area, there are links for 'How To' and 'Screen Details'.

When the Reset Default Preferences screen appears, shown below, you may select the **Reset** button at the bottom of the screen to reset ALL system default preferences or you may select or deselect the applicable checkboxes for each preference that you wish to enable or disable.



Reset Default Preferences

Set individual preferences, or reset all preferences to their default settings at one time.

[How To](#) [Screen Details](#)

Reset default preferences in Ariba Buyer:

Preference	Setting
Display the warning message if the source of truth is external system.	<input checked="" type="checkbox"/>
Enable Multiselect Catalog	<input type="checkbox"/>
Expand Navigation Panel: Reconcile	<input checked="" type="checkbox"/>
Expand Navigation Panel: Analysis	<input checked="" type="checkbox"/>
Expand Navigation Panel: Expense	<input checked="" type="checkbox"/>
Show Cart	<input checked="" type="checkbox"/>
Expand Ariba Folders	<input checked="" type="checkbox"/>
Ask me for confirmation before deleting a request	<input checked="" type="checkbox"/>
Expand Approve	<input checked="" type="checkbox"/>
Expand line by line	<input type="checkbox"/>
Expand Navigation Panel: Explore	<input checked="" type="checkbox"/>
Show the active delegation of authority page	<input checked="" type="checkbox"/>
Expand Shipping	<input type="checkbox"/>
Use My Dashboard as the Home Page	<input type="checkbox"/>
Expand Mobile Install	<input checked="" type="checkbox"/>
Ask before moving requests to selected folders	<input checked="" type="checkbox"/>
Display User Currency	<input checked="" type="checkbox"/>
Hide catalog item details	<input checked="" type="checkbox"/>
Show additional information before going to the receiving summary page	<input checked="" type="checkbox"/>
Expand Navigation Panel: Detail Status	<input checked="" type="checkbox"/>
Expand Navigation Panel: Status	<input checked="" type="checkbox"/>
Show Navigation Panel	<input checked="" type="checkbox"/>
Expand Mobile Upload	<input checked="" type="checkbox"/>
Show the reconciliation done page	<input checked="" type="checkbox"/>
Show confirmation page before editing a request	<input type="checkbox"/>
Expand Item Details	<input checked="" type="checkbox"/>
Expand Comments	<input type="checkbox"/>
Expand Navigation Panel: Report	<input checked="" type="checkbox"/>
Show the receiving done page	<input checked="" type="checkbox"/>
Confirm partition change	<input checked="" type="checkbox"/>
Expand User Folders	<input checked="" type="checkbox"/>
Expand Navigation Panel: Create	<input checked="" type="checkbox"/>
Show Inline Tips	<input checked="" type="checkbox"/>
Show all confirmation pages	<input checked="" type="checkbox"/>
Ask me for confirmation before deleting a folder	<input checked="" type="checkbox"/>
Expand To Do	<input checked="" type="checkbox"/>
Expand Navigation Panel: Workforce	<input checked="" type="checkbox"/>
Show the confirmation page when assigning PCard charges	<input checked="" type="checkbox"/>
Display the message if the new object has been created successfully.	<input checked="" type="checkbox"/>
Ask before creating a requisition	<input type="checkbox"/>



Explore

The eMail Explore feature is useful for organizing your requests into file folders as well as for searching the database to find specific requests. This section includes a general overview of the Explore features as well as information about:

- Searches
- Catalogs
- Folders

When you select **Explore** in the left menu of the Swoosh screen, the below screen displays. You can select **Searches**, **Catalogs**, or **Folders**.

Searches

Creating a Search

When you create a search, you can save the search criteria for future use. This function is useful for searches you perform often.

Select the Create a **New Search** to get to the Create Search screen.

Enter a name in **Search Name** that will help you identify the search later.

Select a **Category** for the search from the drop-down list that shows the available documents (Requisitions, Receipts, Purchase Orders, etc.).

Select filters to narrow your search.

A list of requests meeting your criteria is returned at the Review Search Results screen.



▼ Explore

[Searches](#)
[Catalogs](#)
[Folders](#)

Review Search Results

The search has returned these items. To view more items, select a specific page from the pull-down list or click an arrow to display the previous or next page. You can copy or delete items, and save or refine the search.

[How To](#) [Screen Details](#)

Search Name: Over \$50K

Search Category: Requisition

Search Filters: Created On Behalf Of = Admin1, D333, Date Created = This Week (between Sun, 27 Mar, 2005 and Sat, 2 Apr, 2005), Total Cost >= \$50,000.00000USD

Items that meet your search criteria: 7

<input type="checkbox"/>	Type	Date Created	Status	Title	ID	Total
<input type="checkbox"/>		Tue, 29 Mar, 2005	Ordered	jason test 3	QQ:QQ000292 AWD110	\$35,000,000.00000USD
<input type="checkbox"/>		Wed, 30 Mar, 2005	Composing	jason test 3	QQ:QQ000292 AWD111	\$30,000,000.00000USD
<input type="checkbox"/>		Wed, 30 Mar, 2005	Composing	jason test 5	QQ:QQ000299 AWD113	\$6,000,000.00000USD
<input type="checkbox"/>		Wed, 30 Mar, 2005	Ordered	jason test 5	QQ:QQ000299 AWD114	\$6,000,000.00000USD
<input type="checkbox"/>		Wed, 30 Mar, 2005	Composing	close date	QQ:QQ000303 AWD116	\$2,000,000.00000USD
<input type="checkbox"/>		Wed, 30 Mar, 2005	Composing	close date prob	QQ:QQ000306 AWD118	\$1,000,000.00000USD
<input type="checkbox"/>		Today, 11:36 AM	Submitted	Jason test 4	PR207076-V2	\$907,500.00000USD

The eMail is configured to return up to 2,000 records in a single search. If your search retrieves 2,000 records, you probably missed other qualifying records because of this limit. Use the **Refine Search** button to select other search criteria to narrow the view.

ADD/REMOVE SEARCH FILTERS

To change filters to be used for a search, select the **Add/Remove Search Filters** link from the Create Search page.

eVA

[Home](#)
[Help](#)
[Logout](#)

Preferences

Toggle Tips

Toggle Currency

▼ Explore

[Searches](#)
[Catalogs](#)
[Folders](#)

Create Search

Specify a search name, category, and criteria. If a filter is associated with line item information, the search retrieves every document where any line item matches the specified value.

[How To](#) [Screen Details](#)

Search Name:

Category:

Filter Name	Value
Commodity Code (any line item):	(select a value) select
Created On Behalf Of:	(select a value) select
Date Created:	<input type="text" value="No Choice"/>
Status:	<input type="text" value="No Choice"/>
Supplier (any line item):	(select a value) select
Total Cost:	<input type="text"/> To: <input type="text"/>

[Add/Remove Search Filters](#)



The Select Filters screen displays a list of fields that can be used as search criteria. Use the checkboxes to select and deselect filters for your search; then select **OK** to return to the Create Search screen.

Select Filters

Select filters to use in the search, to limit and focus the search results.

[How To](#) [Screen Details](#)

<input checked="" type="checkbox"/> Add approver to approval flow	<input type="checkbox"/> Need-by Date (any line item)
<input checked="" type="checkbox"/> Approved By	<input type="checkbox"/> Non-Catalog Item (any line item)
<input checked="" type="checkbox"/> Commodity Code (any line item)	<input type="checkbox"/> Order ID (any line item)
<input checked="" type="checkbox"/> Created On Behalf Of	<input type="checkbox"/> Pre-Encumbrance Number
<input type="checkbox"/> Date Approved	<input type="checkbox"/> Preparer
<input checked="" type="checkbox"/> Date Created	<input type="checkbox"/> Price (any line item)
<input type="checkbox"/> Date Ordered	<input type="checkbox"/> Requisition ID
<input type="checkbox"/> Date Received	<input type="checkbox"/> Requisition Title
<input type="checkbox"/> Date Submitted	<input checked="" type="checkbox"/> Status
<input type="checkbox"/> Delay Purchase Until	<input type="checkbox"/> Supplier (any line item)
<input type="checkbox"/> Description (any line item)	<input type="checkbox"/> Total Cost
<input type="checkbox"/> Encumbrance Number	

OK **Cancel**

The search filters that you selected appear on the Create Search screen, and you can select values for some or all of the filters. When you have set all desired criteria, select the **Search** button to run the search.

Create Search

Specify a search name, category, and criteria. If a filter is associated with line item information, the search retrieves every document where any line item matches the specified value.

[How To](#) [Screen Details](#)

Search Name:

Category:

Filter Name	Value
Add approver to approval flow:	(select a value) <input type="button" value="select"/>
Approved By:	(select a value) <input type="button" value="select"/>
Created On Behalf Of:	(select a value) <input type="button" value="select"/>
Date Created:	<input type="text" value="This Week"/> From: Sun, 24 Apr, 2005 To: Sat, 30 Apr, 2005
Status:	<input type="text" value="Ordered"/>

Search [Add/Remove Search Filters](#)

Saving a Search

When you create a search that you perform often, you can save the search criteria for future use.

From the Review Search Results screen, select **Save Search**.

At the Save Search screen, enter a name for your search. Verify the details of the search filters. Then Select **OK** to save the search.



Explore

Searches

Catalogs

Folders

Save Search

Save the search to use again at a later time. If you have the required permission, you can save the search as a system search for use by all users.

[How To](#) [Screen Details](#)

Search Name:

Search Category: Requisition

Search Filters: Created On Behalf Of = Admin1, D333, Date Created = This Week (between Sun, 27 Mar, 2005 and Sat, 2 Apr, 2005), Total Cost >= \$50,000.00000USD

The actual search results are not saved, so your future search may include different items than your current search because of changes such as vendor catalogs updates, etc.)

Using a Saved Search

When you select **Saved Searches**, you can view all of your saved searches. It also gives you the option to create a new search. These searches find information on requests that you have access to (e.g. requisitions, orders, user profile changes).

To run a saved search, select the Search Name link.

Explore

Searches

Catalogs

Folders

Searches

Run or delete a search that you have saved. Click a search name to edit the search.

[How To](#) [Screen Details](#)

Create a [New Search](#)

- ☐ [Search Name](#)
- ☐ [Under \\$5K](#)
- ☐ [\\$5K to \\$50K](#)
- ☐ [Over \\$50K This week](#)

Edit any criteria as desired and then select the **Search** button.

Explore

Searches

Catalogs

Folders

Edit Search

Change the search criteria or name, and then run the search.

[How To](#) [Screen Details](#)

Search Name:

Category:

Filter Name	Value
Commodity Code (any line item):	(select a value) [select]
Created On Behalf Of:	Admin1, D333 [select]
Date Created:	<input type="text" value="No Choice"/>
Status:	<input type="text" value="No Choice"/>
Supplier (any line item):	(select a value) [select]
Total Cost:	<input type="text" value="\$5,000.0000"/> To: <input type="text" value="\$50,000.0000"/>

[Add/Remove Search Filters](#)



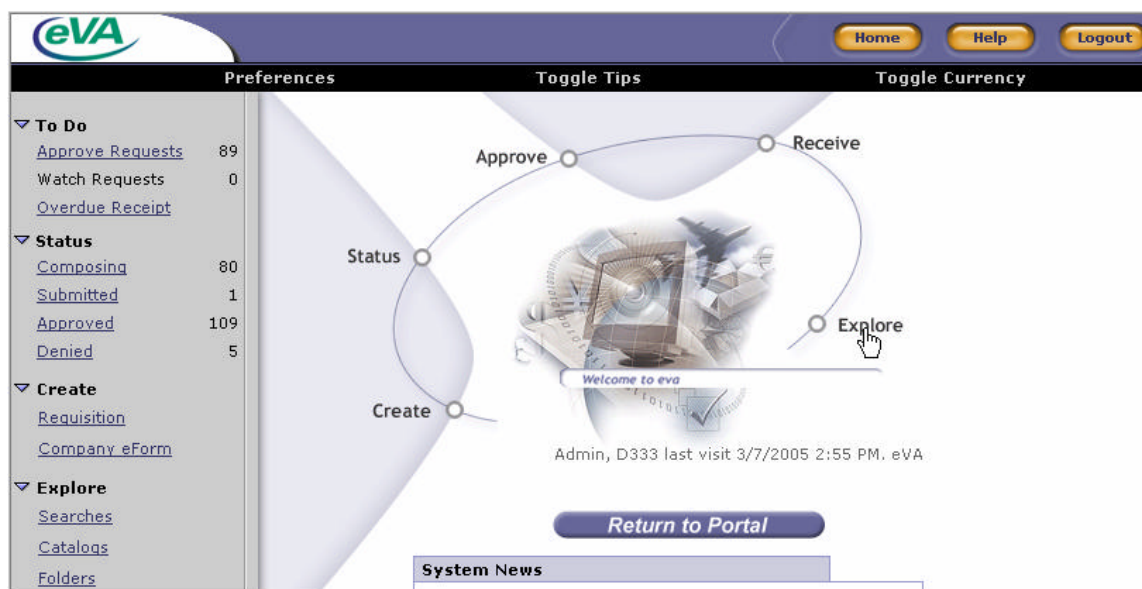
Exploring Catalogs

The eMail allows you to research catalogs without creating a requisition.

These online catalogs include items on contract as well as items provided voluntarily by vendors who have registered to do business with eVA.

Online catalogs may be accessed two ways from the Swoosh screen:

- Select the Explore button on the Swoosh screen and then select the Catalogs link.
- Select the Catalogs link in the Explore section of the left menu.



The Explore Catalog screen offers three methods to locate catalog items you wish to purchase.

Tab	How you might use it
Catalog	Find and explore catalog items and to start a request
Favorites	Retrieve items you have previously saved as favorites, such as items that you purchase often. Favorites are stored in Personal Folders.
Saved Searches	Retrieve and explore information from searches you have previously saved.

The Explore Catalog feature functions the same way as described in the section on [Creating a Requisition](#).

After researching catalog items, you may run a previously saved search.



EXPLORING FOLDERS

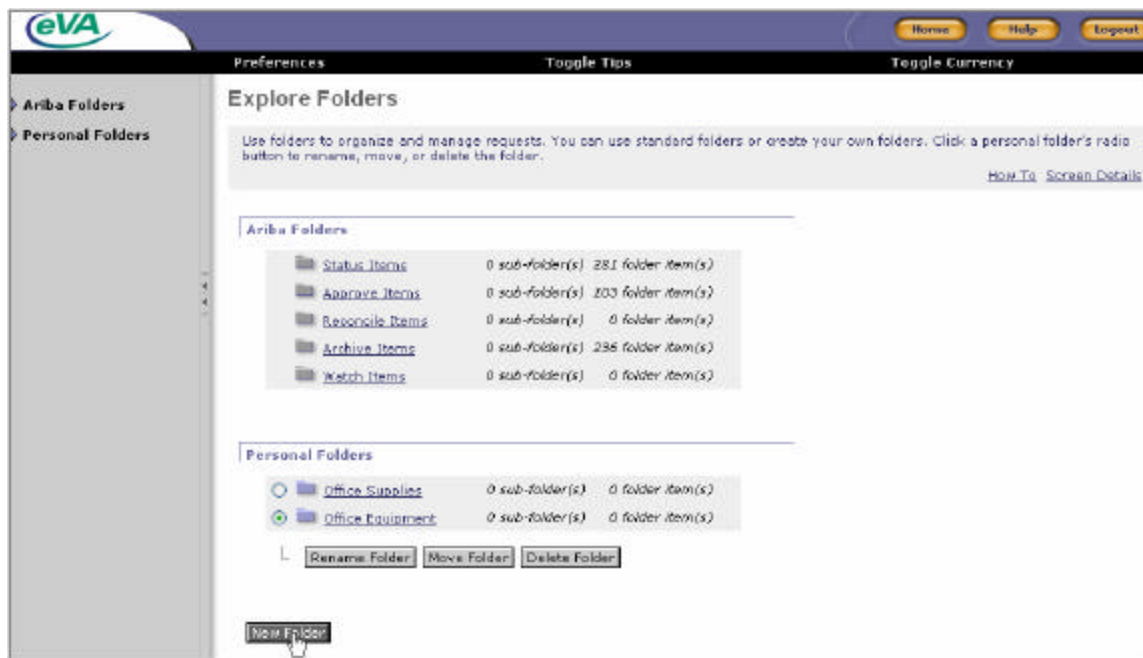
When you select the **Folders** link on the Explore screen, the Explore Folders screen opens.

There are standard Ariba folders (e.g., **Status Item**, **Approve Items**, etc.) and personal folders.

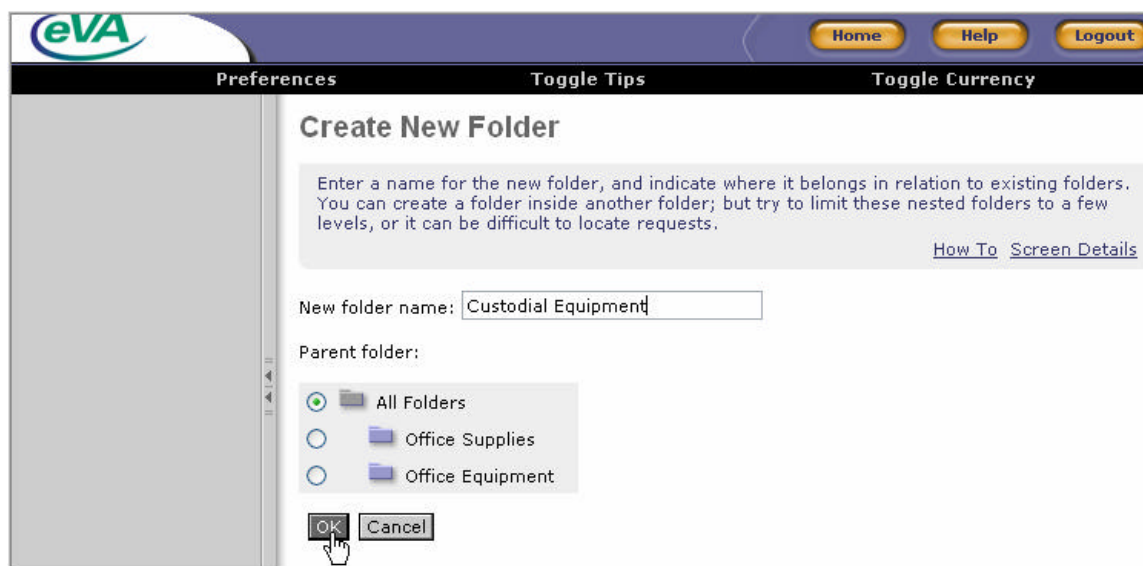
Folders enable you to organize your requests in any order that you choose. Folders, however, are not available in alphabetical sequence.

To view items in a folder, select the folder title.

To add a new folder, select the **New Folder** button



When the Create New Folder screen appears, enter a name in the New folder name: textbox and select **OK**.





The new folder appears in the Personal Folders section. To rename, move, or delete a folder, first select the radio button next to the desired folder then select the appropriate button.

Explore Folders

Use folders to organize and manage requests. You can use standard folders or create your own folders. Click a personal folder's radio button to rename, move, or delete the folder.
[How To](#) [Screen Details](#)

Ariba Folders

Status Items	0 sub-folder(s)	281 folder item(s)
Approve Items	0 sub-folder(s)	103 folder item(s)
Reconcile Items	0 sub-folder(s)	0 folder item(s)
Archive Items	0 sub-folder(s)	236 folder item(s)
Watch Items	0 sub-folder(s)	0 folder item(s)

Personal Folders

<input type="radio"/> Office Supplies	0 sub-folder(s)	0 folder item(s)
<input type="radio"/> Office Equipment	0 sub-folder(s)	0 folder item(s)
<input checked="" type="radio"/> Custodial Equipment	0 sub-folder(s)	0 folder item(s)



OPERATIONAL REPORTING

Overview

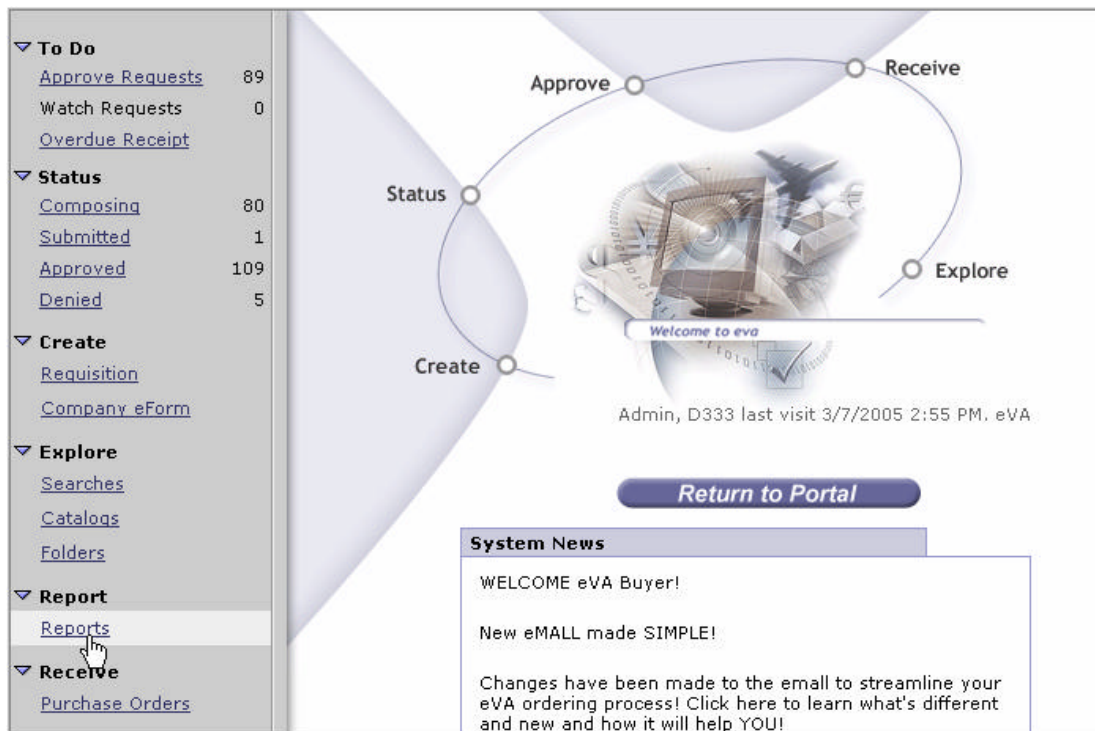
Operational Reporting for the eMall allows users to generate simple reports from eMall requisitions, orders, and receipts in real time. Reports from the Data Warehouse are based on operations through the previous day.

The eMall guides you through the process of selecting a report and report filters, viewing your report, and saving your report logic for future use.

Reports are currently configured to retrieve a maximum of 1,500 rows of data per query. If you have any problems or questions with this limitation, contact your eVA Coordinator.

Generating a Report

To create and run a report, select the **Reports** link.



Step 1: Select Category

Operational reports are organized into groups called report categories. These report categories divide reports into logical groups for easy access and use.

Depending on the roles assigned to you, you may or may not see the following categories:

- Requisition
- Orders
- Receiving
- Global Catalog
- Global Order
- Return on Investment (ROI)



The typical user may be limited to seeing Requisitions from their BSO and/or agency. Other users may be assigned to a global reporting role that allows access to other report categories and transactions from other agencies.

If you have access to more than one report, select a report category, then select **Next** to go to Step 2 - Select Report Category.

Step 2: Select Report Screen

Within a report category there may be several reports available. Just as with report categories, access to reports may be limited by your group or role.

In the example below, the user has access to six different type of reports within the Requisition category, as selected in Step 1.

To choose a particular report for requisition data, select a radio button for the report you want, then select **Next**.



Step 3: Run Report

The Run Report screen allows you to choose the specific data you desire for your report. Use the drop-down lists or **select** links to set your filter values.

In addition to selecting the filter values, you may also choose between three report formats: **HTML**, **CSV**, or **Excel**.

- HTML format allows you to review and print data and graphics on your browser window. You can also save the HTML to a file for later viewing.
- CSV format exports the data as a Comma Separated Value file that can be opened by a spreadsheet application such as Microsoft Excel. (The CSV file will not contain any graphics that may be included in the HTML version.) See Important information in Report Formats section below.
- The Excel format exports data to a Microsoft Excel spreadsheet in a separate browser window. You can sort, format, and perform other Excel operations on the data. Use the browser to save the report data to a disk as an Excel workbook file (.xls), HTML file, or other available file types. This option only appears if your company has enabled it.

Report Formats

You can view reports online by selecting the *HTML* format, or you can open the data into a *Excel* or *CSV* spreadsheet allowing you to download the information.

VIEWING IN HTML FORMAT

If you selected *HTML* as your report format, another browser window will open with your report.



VIEWING IN CSV FORMAT

There are certain browser settings that must be set in order to view CSV. Follow these instructions to set the browser:

- Select Tools
- Select Internet Options
- Select Advanced tab
- Scroll down to the Security section and uncheck the **Do not save encrypted page to disk**.
- Select Apply.

After selecting your format, choose your report filters.

Report Filters

Each report has its own set of filters. Only available filters will display at the Run Report screen.

The following filters are available on one or more reports:

Filter Name	Explanation
Ad Hoc	Include only ad hoc (non-catalog) line items by selecting Yes .
Client Name	Include only items from the selected agency.
Commodity Code	Add the commodity at the Requisition line item level in the report.
Common Commodity Code	Add the eight-character UNSPSC commodity code in the report. (See the eVA Home Page for a listing of codes.)
Cost Center	Include appropriate Cost Centers to your report.
Date	Select items ordered over a period, such as This Week, Last Quarter, and Last Year. You can also specify the actual date range by choosing Custom from the value choices.
Due-On-Date	Select items that were due over a period, such as This Week, Last Quarter and Last Year. You can also specify the actual date range by choosing Custom from the value choices.
On Behalf Of	Run a report on one or more requester names. A supervisor or an administrator can run a report on behalf of someone else.
Ordered Date	Select requisitions ordered over a period, such as This Week, Last Quarter, and Last Year. You can also specify the actual date range by choosing Custom from the value choices.
Status	Include the status of your requisitions such as ordered, submitted and received.
Date Submitted	Select requisitions submitted over a period such as This Week, Last Quarter and Last Year. You can also specify the actual date range by choosing Custom from the value choices.
Supplier/Supplier Name	Include the appropriate vendor name in your report.
Transaction Date	Select requisitions submitted over a period such as This Week, Last Quarter, and Last Year. You can also specify the actual date range by choosing Custom from the value choices.
Type	Include the type of expense, such as airfare, breakfast, conference, etc.

Each report contains the following information:

- Report Title
- Filters (Selection Logic)
- Date Stamp



Each HTML report has its own pre-set layout. Some reports can be re-displayed in different formats, depending on the field chosen as the Detail level field. You can change the display by selecting a different field as the Report Detail Level.

1 [Select Category](#)

2 [Select Report](#)

3 [Run Report](#)

[< Prev](#)
[Run](#)
[Save](#)
[Exit](#)

3 Run Report
Reports

Specify the report format and the filters to use to limit report results. If you don't specify a filter value, the report will include all values.

[How To](#) [Screen Details](#)

Report Title: Commodity Details

Report Category: Requisition

Report Format: HTML

Filter Name	Value
Client Name:	Virginia Information Technology Agency - E2E [select]
Commodity Code:	(select a value) [select]
Status:	Received
Date Submitted:	Last Week From: Sun, 20 Mar, 2005 To: Sat, 26 Mar, 2005
On Behalf Of:	Admin, A136 [select]

☐ Create Chart (HTML only)

Save Report Query as: Received Last Week (04/01/05)

Select **Run** to run the report.

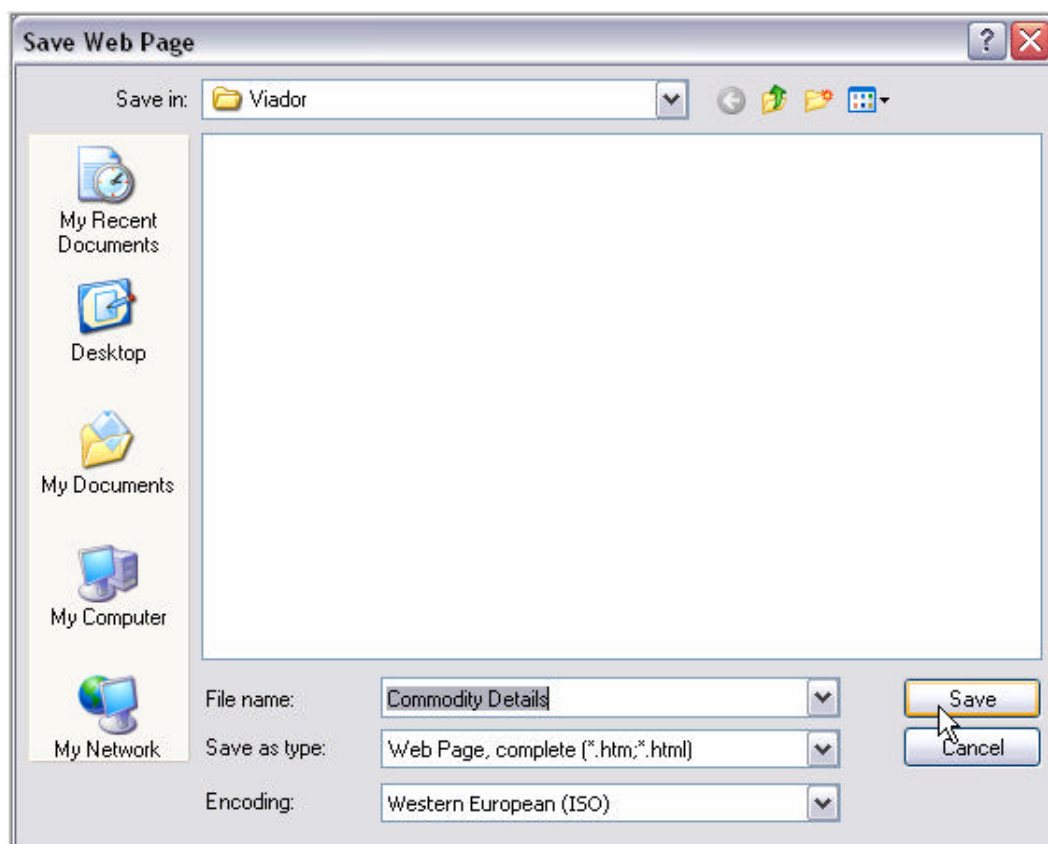
The following illustrates an HTML report. You can view specific details by choosing various options, as circled:

Commodity Details				
Report Filter: Client Name = Virginia Information Technology Agency - E2E, Status = Received, Date Submitted = Last Week (between Sun, 20 Mar, 2005 and Sat, 26 Mar, 2005), On Behalf Of = Admin, A136				Run: 1 Apr 2005
Description: Shows every line item included on the selected requisitions, sorted by line item.				
Change Report Detail Level: <input checked="" type="checkbox"/> Commodity <input checked="" type="checkbox"/> Requisition No. <input checked="" type="checkbox"/> Extended Price				
Commodity: Baking supplies, Food glazes				\$500.00000USD
Requisition No.: PR207007				\$500.00000USD
Description	Qty	UOM	Unit Price	Extended Price
TEST 679	1	each	\$500.00000USD	\$500.00000USD
Commodity: Crowd control equipment, Barricades				\$307.17000USD
Requisition No.: PR207048				\$307.17000USD
Description	Qty	UOM	Unit Price	Extended Price
Adjustable Tape Crowd Control Stancions, 40inH, Black Posts	1	box	\$307.17000USD	\$307.17000USD
Commodity: Drugs affecting the gastrointestinal system, Antacids				\$227.50000USD
Requisition No.: PR206977				\$227.50000USD
Description	Qty	UOM	Unit Price	Extended Price
Rolaids Regular Tablets, 150 Tablets	50	bottle	\$4.55000USD	\$227.50000USD
Grand total				\$1,034.67000USD



To save HTML report data, use your web browser to save the report to a file as an HTML. From the browser, select **File > Save As**.

When the Save Web Page dialogue box appears, give your file a name and then select **Save**.



If you choose CSV for your report format, the eMail will prepare a comma-delimited file of your report results that can be viewed as a text file or in a spreadsheet.

Your browser may offer you the option to Open the file or Save it, or it may automatically open the file in your computer's spreadsheet application (e.g., Microsoft Excel).

Below is a sample report opened in Excel:



	A	B	C	D	E	F	G	H
1	Commodity	Requisition	Description	Qty	UOM	Unit Price	Extended Price	
2	Bath and	PR200976	Visine Tea	1	box	\$8.48000U	\$8.48000USD	
3	Bath and	PR200976	Lubriderm	1	each	\$10.92000	\$10.92000USD	
4								

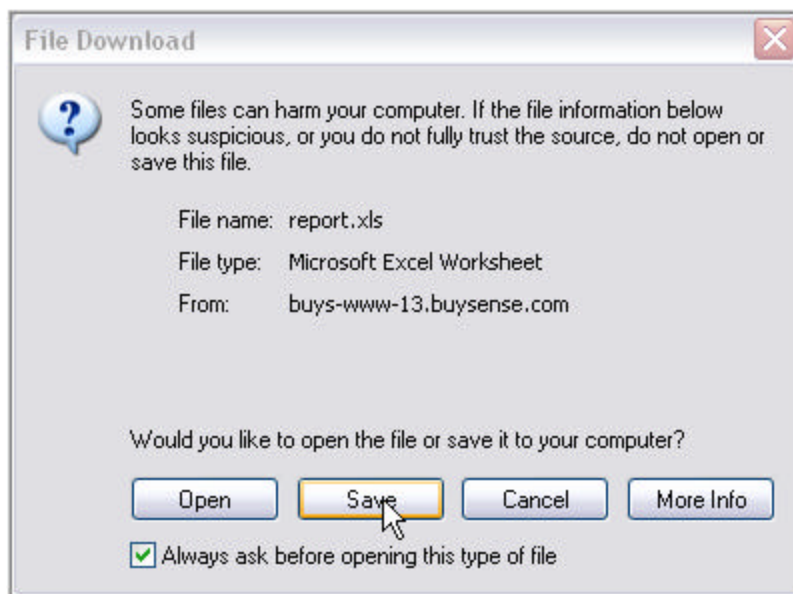
You can then use the **Save As...** command to save the report to a file. Or you may configure your browser to prompt you to save the file without automatically opening it in a spreadsheet.

CSV files can also be viewed as text files, using a text viewer (e.g., Notepad) or word processor (e.g., Microsoft Word).

VIEWING IN EXCEL FORMAT

While the CSV format option will export data as a simple text file that can be opened by any spreadsheet application, the Excel option exports data specifically as a Microsoft Excel file.

When you run the report, the File Download screen will appear and ask whether you want to Open or Save the report. If you do not wish to save the report before viewing it, select **Open** to view it and you save the report from the main menu of the browser.



Here is a sample report that has been opened after it has been saved as an Excel format:



Microsoft Excel - report.xls

File Edit View Insert Format Tools Data Window Help

Type a question for help

100%

Anal

A1 & Commodity Details

A	B	C	D	E	F	G
1 Commodity Details	Client Name = Virginia Information Technology Agency - E2E, Status = Received, Date Submitted = Last Week (between Sun, 20 Mar, 2005 and Sat, 26 Mar, 2005), On Behalf Of = Admin, A136					
2 Report Filter:	Shows every line item included on the selected requisitions, sorted by line item.					
3 Description:						
4 Run:	1-Apr-05					
5						
6 Commodity	Requisition No.	Description	Q	UQ	Unit Pri	Curren
7 Baking supplies, Food glazes	PR207007	TEST 679	1	each	\$600.00	USD
8 Crowd control equipment, Barricades	PR207048	Adjustable Tape Crowd Control Stanchions, 40InH, Black Posts	1	box	\$307.17	USD
9 Antacids	PR206977	Roloids Regular Tablets, 150 Tablets	50	bolt	\$4.66	USD
10 Grand total						
11						
12						
13						

Ready

NUM

Save Report Query

1 Select Category

2 Select Report

3 Run Report

< Prev Run **Save** Exit

3 Run Report Reports

Specify the report format and the filters to use to limit report results. If you don't specify a filter value, the report will include all values.

[How To](#) [Screen Details](#)

Report Title: Commodity Details

Report Category: Requisition

Report Format: Excel

Filter Name	Value
Client Name:	Virginia Information Technology Agency - E2E [select]
Commodity Code:	(select a value) [select]
Status:	Received
Date Submitted:	Last Week From: Sun, 20 Mar, 2005 To: Sat, 26 Mar, 2005
On Behalf Of:	Admin, A136 [select]

☐ Create Chart (HTML only)

Save Report Query as: Received Last Week (04/01/05)

While creating a report, you can save the report filter logic for future use. Saving reports allows you to:

- Use the same reporting logic another time
- View the same report with the most current data

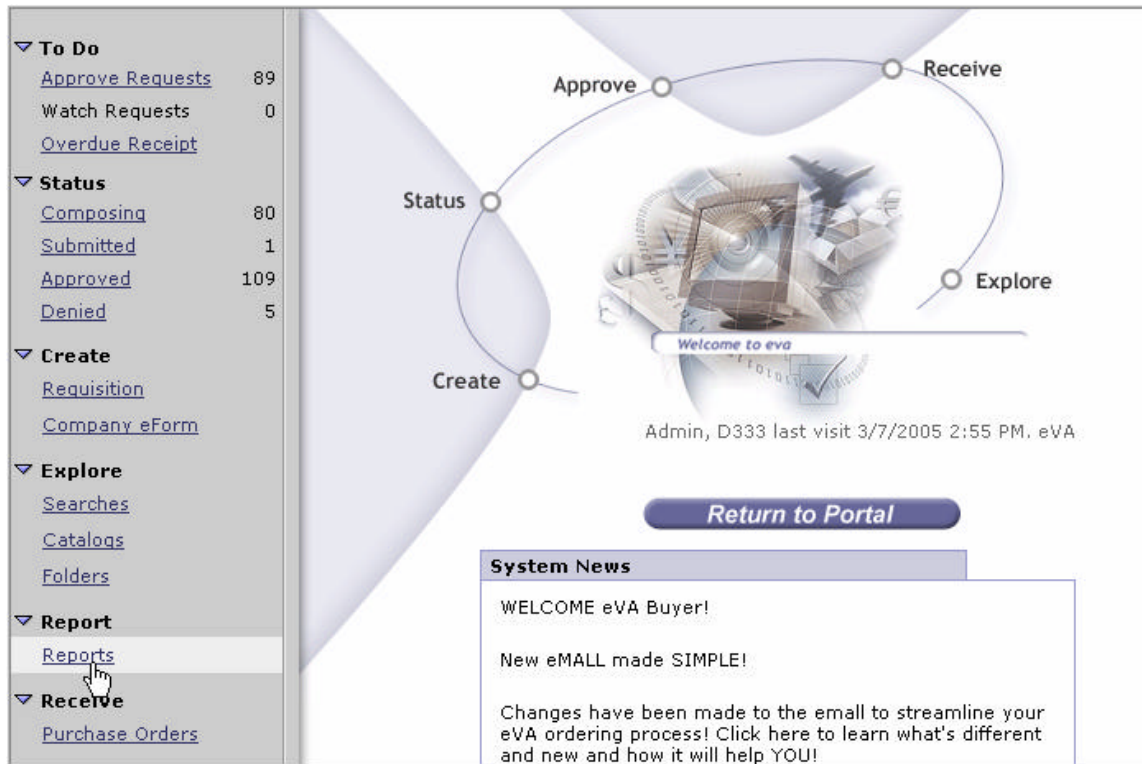
To save a report from the Run Report screen, type a name for the report in the **Save Report Query as** field and select the **Save** button. A default report name will appear automatically when you first enter the Run Report screen, but you may change the name of the report.

Once a report is saved, you can select it again at the Select Report screen.



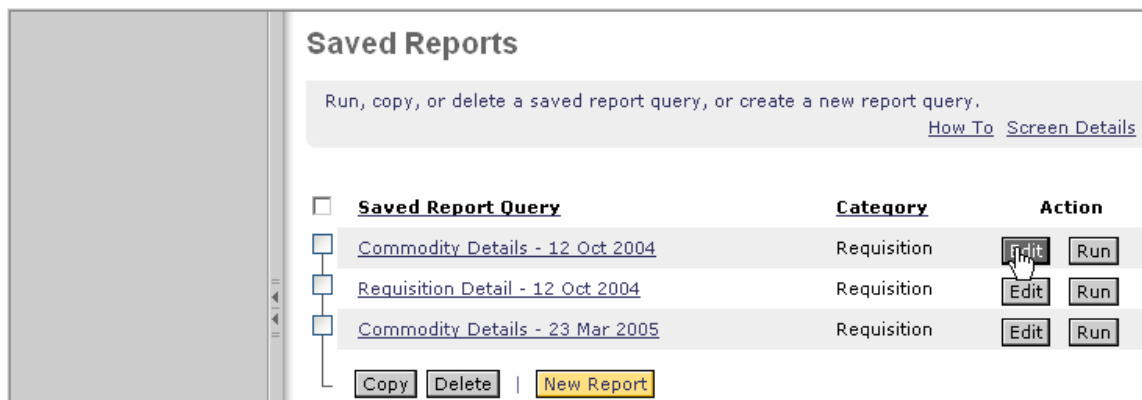
Using Saved Reports

To access a saved report, select the **Reports** link from the left menu.



Selecting a Saved Report

If you have saved reports, you will see a list of them when you select the **Reports** link from the left menu.



From the Saved Reports screen you can run, edit, or delete your saved reports, or create a new report.

To edit the logic of a saved report, select the **Edit** button for the saved report, or simply select the **Report Name**.



Editing a Saved Report

This screen allows you to change any of the filters and options that you defined originally for the report.

Edit Report

Change the report format or filter values, and then run or save the report query.

[How To](#) [Screen Details](#)

Saved Name:

Report Title:

Report Description: Shows every line item included on the selected requisitions, sorted by line item.

Report Format:

☒ Create Chart (HTML only)

<u>Filter Name</u>	<u>Value</u>
Client Name:	Virginia Information Technology Agency - E2E [select]
Commodity Code:	(select a value) [select]
Status:	<input type="text" value="Approved"/>
Date Submitted:	<input type="text" value="Today"/> From: Today To: Today, 11:59 PM
On Behalf Of:	Admin, A136 [select]

Once you have completed editing the report criteria, you may choose to run the new report or save it for later use.

In some cases, you may want to copy or delete a previously saved report. You can copy or delete saved reports from the Saved Reports screen.

Copy/Delete a Saved Report

From the Saved Reports Screen you may copy or delete any saved reports. Select the checkboxes to the left of the reports that you would like to copy or delete, then select the desired action.

Saved Reports

Run, copy, or delete a saved report query, or create a new report query.

[How To](#) [Screen Details](#)

<input type="checkbox"/> Saved Report Query	Category	Action
<input type="checkbox"/> Commodity Details - 12 Oct 2004	Requisition	<input type="button" value="Edit"/> <input type="button" value="Run"/>
<input type="checkbox"/> Requisition Detail - 12 Oct 2004	Requisition	<input type="button" value="Edit"/> <input type="button" value="Run"/>
<input type="checkbox"/> Commodity Details - 23 Mar 2005	Requisition	<input type="button" value="Edit"/> <input type="button" value="Run"/>

|



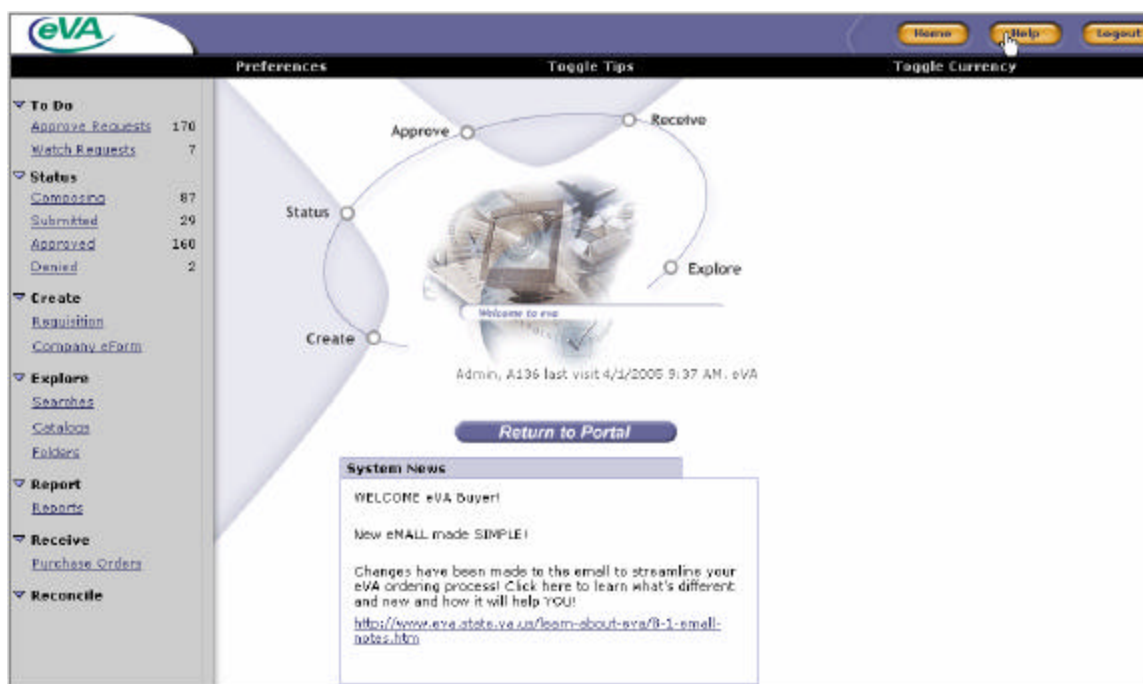
GETTING ANSWERS TO YOUR QUESTIONS

Getting Answers to Your Questions

The eMail provides you with two help options to answer questions that you may encounter while working in the system.

Online Help

On any given screen within the eMail, you can select **Help** in the Screen Header. This displays help information in a new browser page about the particular screen that you are currently using. Below is an example of selecting **Help** on the Swoosh screen.



The Help screen below provides you with screen-specific help based on where you were in the eMail when you selected **Help**.



To perform a search, select the **Search** link located on the upper right hand side.

Ariba Buyer Online Help

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Tips

You can access the Home page from any screen by clicking **Home** in the Command bar. If you set the preference to make your dashboard (when enabled with the DashboardAuthorized permission) your Home page, then your dashboard is displayed when you click **Home**. In this case, click **Home** in your dashboard's Navigation Panel to display the Home page.

Links in the Navigation Panel flash at a set interval to alert you when you have pending tasks. For example, if you receive requests that require your approval, the Approve Requests link flashes for several seconds, and will continue to flash at intervals.

Show me [screen details](#).

About the Home page

The Home page provides quick navigation to key tasks and request status, using the links in the Navigation Panel and the central "swoosh" or image, and the buttons in the Command bar. The current partition is identified on the Home page.

From the Home page you can create and work with requests and documents, and monitor their status; explore catalogs and folders; and run searches and reports. You can also read system news and other information posted on the Home page by your Ariba Buyer system administrator.

If you logged in as an Ariba Buyer system administrator, click **Administrator** in the Explore section of the Navigation Panel to go to Ariba Buyer Administrator. You can edit objects only in the partition you specified when you logged in; you have read-only access to objects in other partitions. You can also access integration events, scheduled tasks, and rules in all partitions. To learn more about using Ariba Buyer Administrator, see the [Ariba Buyer Administrator online help](#).

Related topics

[Welcome to Ariba Buyer](#)
[About navigating in Ariba Buyer](#)
[About the online help](#)
 Click **Help** on your dashboard (if enabled) for related topics about the dashboard.

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Type words or phrases in the Search field; then, select **Search** to search for documents that contain the words or phrases.

Ariba Buyer Online Help

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Search Result

Search

Type a search term and then click the Search button. For example, type **requisition** and then click **Search** or hit **Enter**.

Tips: The search term can be one or more words, or a phrase (surrounded by double quotes). If you type multiple words, the results include topics that contain any of the words. Use an asterisk to match any form of the search term. [More search tips](#) ...

No results found.

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Once the results appear, you may get more detail by selecting the topic link to each result.

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Search Result

Search

Type a search term and then click the Search button. For example, type **requisition** and then click **Search** or hit **Enter**.

Tips: The search term can be one or more words, or a phrase (surrounded by double quotes). If you type multiple words, the results include topics that contain any of the words. Use an asterisk to match any form of the search term. [More search tips](#) ...

Searching for **help topics** found **50 match(es)**, listed by relevance:

1. [Help is unavailable](#)
Help is unavailable Use the **help** search to find **topics** that contain keywords about the subject you are interested in. The **help** topic for this screen is cur...
2. [Search online help](#)
 Search online **help** A search term can be a word or a phrase (multiple words surrounded with double-quotes). Searches are not case sensitive. Search results are listed from...
3. [About the online help](#)
 About the online **help** If you toggle off the Inline Tips, click **Help** in a screen's Command bar to access How To and Screen Details information. If a question mark icon foll...

You may also search for additional help topics from the Help Index.

Ariba Buyer Online Help

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[act as another user](#)
[actions across partitions](#)
[active delegation](#)
[AddApprovalRequest permission](#)
add:
 [accounting details on orders](#)
 [ad hoc items to an MASR](#)
 [approvers and watchers](#)
 [approvers to requests](#)
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 [comments to requests](#)
 [comments when approving](#)
 [invoice items](#)

Version 4

eMail Vol. 2 User Guide (26-0013)
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eVA Client Support

If you have questions that cannot be answered by Online Help, call toll free 866-289-7367 7AM – 5PM EST, Monday through Friday.

- If you have any personal computer questions, contact your agency PC Support.
- If you have any purchasing policy or general operating policy questions, you have two options:
 - Contact your organization's eVA Coordinator, or
 - Contact DPS Customer Care at 804-786-3842.



Refer to the [eMall Vol. 1 User Guide](#) for information about the eVA requisition and ordering process.

For general information on the eVA system, refer to the [eVA Overview Guide](#).



APPENDIX

Administrative Functions

Force Order Command

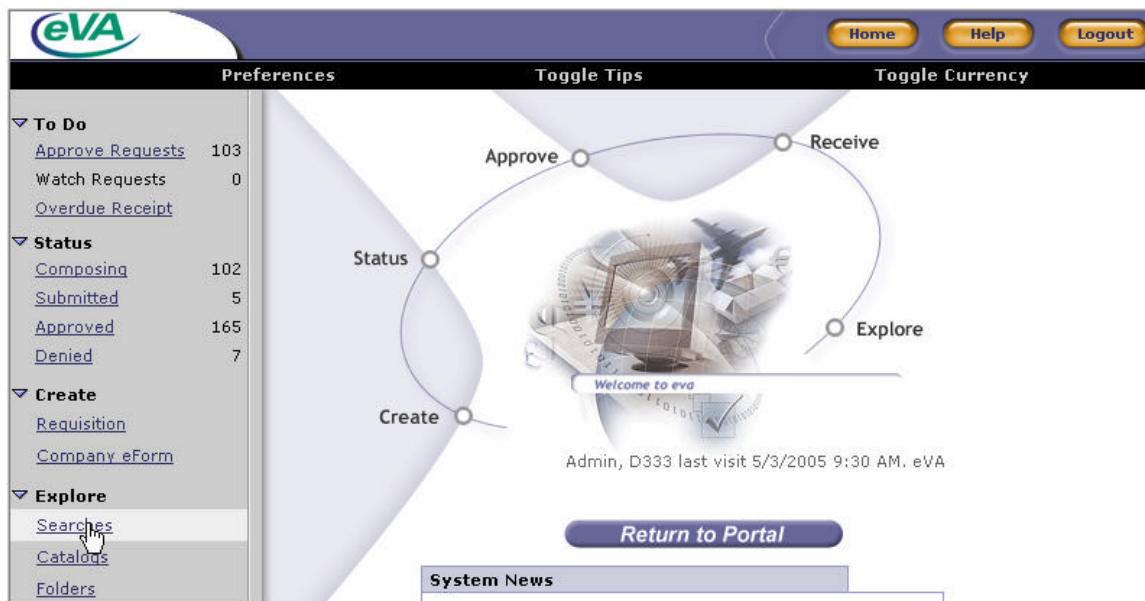
Use the **Force Order** command to manually force a purchase order through the eMall when there has been an interruption in the ordering process.

The **Force Order** command is available only to authorized users, and only for direct orders that have a status of *Ordering*. If a request is being transmitted to an ERP system, it cannot be forced manually.

For example, if a user tries to fax an order to a supplier and the fax transmission fails, the order is stalled with a status of *Ordering*. The Force Order command enables you to move the order status from *Ordering* to *Ordered*, after which you can transmit the order to the supplier by phone.

To force an order, follow these steps:

1. From the Swoosh screen, select the **Searches** link to access the system Searches screen.





2. Select the **Create a New Search** link to perform a new search.

Searches

Run or delete a search that you have saved. Click a search name to edit the search. [How To](#) [Screen Details](#)

Create a [New Search](#)

☐ [Search Name](#)

☐ [Submitted](#)

☐ [Ordered this week](#)

3. Enter the criteria to locate the order and select **Search**.

Create Search

Specify a search name, category, and criteria. If a filter is associated with line item information, the search retrieves every document where any line item matches the specified value. [How To](#) [Screen Details](#)

Search Name:

Category:

Filter Name	Value
Created On Behalf Of:	Admin, A136 [select]
Date Ordered:	<input type="text" value="No Choice"/>
Order ID:	<input type="text"/>
Requisition ID:	<input type="text"/>
Status:	<input type="text" value="Ordering"/>

[Add/Remove Search Filters](#)



4. Select the title link of the order that needs to be forced to *Ordered* status.

Review Search Results

The search has returned these items. To view more items, select a specific page from the pull-down list or click an arrow to display the previous or next page. You can copy or delete items, and save or refine the search.

[How To](#) [Screen Details](#)

Search Name: Untitled Search
 Search Category: Purchase Order
 Search Filters: Status = Ordering

[Save Search](#) [Refine Search](#)

Items that meet your search criteria: 167

Order ID	Type	Date Created	Status	Title	Total
1	1	Today, 11:54 AM	Ordering	Force Process Command	\$507,540,000USD
51	51	Mon, 2 May, 2005	Ordering	Copy of Copy of 5051	\$907,500,000,000USD

5. Select the **Force Order** button to force the order to change from *Ordering* status to *Ordered* status.

(No ID) - Force Process Command

Status: Ordering

Review the request details and then take the appropriate action; for example, depending on the request status, you can approve, deny, edit, submit, receive, invoice, open, or close the request.

[How To](#) [Screen Details](#)

[Back to Review Search Results](#)

[Force Order](#) [Print](#)

Summary | **Approval Flow** | **Receipts** | **History**

Order ID: 1
 Version: 1
 Title: Force Process Command
 Supplier: [Centreville Agricultural Equipment](#)
 Contact: [Centreville Shipping - Ford St. Fairfax](#)
 Entity Code: 101
 Fiscal Year: 2005
 Sub-Entity: 504
 PO Category: P02
 Entity Header Cross Reference:

Do not send any items to eProcurement: ☐
 Send ALL items to eProcurement: ☐
 Encumbrance Number:



6. Indicate a reason why you had to force the order then select **OK** then select **Home**.

7. Select **Home** to return to the Swoosh page.

Force Process Command

Use the **Force Process** command to manually force a receipt when there has been an interruption in the receipt push process. When you force a receipt, the status changes from *Approved* to *Processed*.

Forcing a receipt does not trigger the PO Receipt Push process (which failed when the receipt first stalled). Verify with your Ariba Buyer system administrator that the PO Receipt Push process is rerun in order to complete the receipt process.

The Force Process command is available only to authorized users, and only for receipts that have a status of *Approved*. The command is available when you view receipt details.



After you use the **Force Process** command to force a receipt to Processed, the receipt can no longer be edited.

To force process a receipt, follow these steps:

1. Follow Step 1 and Step 2 from the Force Order Command section above to create a system search
2. Enter the criteria to locate the receipt and select **Search**.

Create Search

Specify a search name, category, and criteria. If a filter is associated with line item information, the search retrieves every document where any line item matches the specified value. [How To](#) [Screen Details](#)

Search Name:

Category:

Filter Name	Value
Add approver to approval flow:	(select a value) [select]
Order ID:	<input type="text"/>
Receipt ID:	<input type="text"/>
Requisition ID:	<input type="text"/>
Status:	<input type="text" value="Approved"/>
Supplier:	(select a value) [select]

[Add/Remove Search Filters](#)

3. Select the title link of the receipt that needs to be forced processed.

Review Search Results

The search has returned these items. To view more items, select a specific page from the pull-down list or click an arrow to display the previous or next page. You can copy or delete items, and save or refine the search. [How To](#) [Screen Details](#)

Search Name:

Search Category:

Search Filters:

Items that meet your search criteria: **480**

Type	Date Created	Status	Title	ID
<input checked="" type="checkbox"/>	Today, 11:54 AM	Approved	(No ID)	RC205320
<input type="checkbox"/>	Mon, 2 May, 2005	Approved	EP203466	RC205302

Page [▶](#)



- Select the Force Process button to force the receipt to change from *Approved* status to *Processed* status.

RC205320 - Receipt for (No ID) Status: Approved

Review the request details and then take the appropriate action; for example, depending on the request status, you can approve, deny, edit, submit, receive, invoice, open, or close the request. [How To](#) [Screen Details](#)

[Back to Review Search Results](#)

[Edit](#) **Force Process**

Summary Approval Flow History

Line Items Received By Quantity

No.	Quantity	Description	Unit	Prev. Accepted	Accepted	Rejected	Date Received
1	1	Wide Format Photo Printer, Prints 13inx 19in Photos,6 InkTanks	each	0	1	0	Today

Order ID: [EP203479](#)
 Order Title: Force Process Command
 Supplier: [Centreville Agricultural Equipment](#)
 Contact: [Centreville Shipping - Ford St, Fairfax](#)

- Enter a comment then select **OK**.

ForceProcessTypePageTitle

Enter comments. [How To](#) [Screen Details](#)

You chose to force process **RC205320**.

Comments:

☐ mark attachment(s) as Proprietary and Confidential

OK Cancel



6. Select **Home** to return to the Swoosh page.

The screenshot displays the eVA web application interface. At the top, there is a navigation bar with the eVA logo on the left and three buttons: Home, Help, and Logout. Below this is a secondary bar with links for Preferences, Toggle Tips, and Toggle Currency. The main content area is titled "RC205320 - Receipt for (No ID)" with a status of "Approved". A message box instructs the user to review request details and take appropriate action based on the status. Below this is a link to "Back to Review Search Results". A tabbed interface shows "Summary", "Approval Flow", and "History". The "Summary" tab is active, displaying a table titled "Line Items Received By Quantity".

No.	Quantity	Description	Unit	Prev. Accepted	Accepted	Rejected	Date Received
1	1	Wide Format Photo Printer, Prints 13inx 19in Photos, 6 InkTanks	each	0	1	0	Today

Below the table, there are fields for Order ID, Order Title, Supplier, and Contact, each with a corresponding value and a link to view details.

Order ID: [EP203479](#)

Order Title: Force Process Command

Supplier: [Centreville Agricultural Equipment](#)

Contact: [Centreville Shipping - Ford St, Fairfax](#)